

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	25 APRIL 2024	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	FIONA PITTAM fiona.pittam@southderbyshire.gov.uk	DOC:
SUBJECT:	APPOINTMENT OF A RECRUITMENT AND SELECTION PANEL	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM05

1.0 Recommendations

- 1.1 That the appointment and recruitment into a vacant post of Director is delegated to a panel of five Members from this Committee along with the Chair or Vice Chair of the employing Committee.
- 1.2 That the Committee confirms nominations for the Panel that reflects the current political balance of the Council.
- 1.3 That final arrangements regarding the recruitment and selection procedure to be followed including timescales, along with determining the selection process for the final appointment, will be agreed between the Chief Executive and Elected Members of the Panel.
- 1.4 That the Chief Executive appoints an external recruitment partner to support the recruitment process in line with the Council's Financial Procedures Rules.

2.0 Purpose of the Report

- 2.1 To appoint a Recruitment and Selection Panel to complete the recruitment into the vacant post of Director.
- 2.2 That the recruitment is completed in accordance with the Appointment Procedure for the Chief Executive and Directors.
- 2.3 To propose the appointment of an external partner to support the recruitment process subject to the requirements of the Council's Financial Procedure Rules being met.

3.0 Detail

Review of Leadership structure

- 3.1 This Committee, at its meeting on 15 February 2024, approved a report to change the Council's Leadership Structure that included a recommendation to create four new Director posts. Three of these posts are subject to internal appointments that should be completed by the time this report is considered by Elected Members. This leaves one Director post vacant.

Appointment of a Recruitment and Selection Panel

- 3.2 As this is a senior appointment at the Council it will require this Committee to appoint a Panel of Elected Members to complete the recruitment in line with the Appointment Procedure for Chief Executive and Directors. This Panel should consist of five Members chosen from this Committee and the Chair or Vice Chair of the employing Committee – six Members in total.
- 3.3 Once appointed, this Panel will then have delegated authority from the Committee to complete the appointment into the vacant post of Director.
- 3.4 In line with the Appointment Procedure for Chief Executive and Directors this Committee is required to approve the following;
- To fill the vacant post
 - To agree that an external recruitment process is commenced
 - To agree that the Panel will meet and determine;
 - The final shortlisting of candidates
 - The arrangements for the formal panel interview and method of assessment
 - Procedure for making an appointment
 - Agreeing the convention for making an appointment. This would normally be a majority vote of the members of the Panel. Officers and external partners attend in an advisory capacity only
- 3.5 When appointing into the vacant post of Director, other members of this Committee will be informed when the shortlisting of candidates has been completed and provided with an opportunity to view all shortlisted applications.

- 3.6 Before any appointment is confirmed, the Chief Executive will notify all Members of this Committee of the decision taken. Members of this Committee will be given a maximum of three (3) working days in which to raise any objections to the decision taken.

Support for the recruitment process

- 3.7 To support the recruitment into the vacant post of Director, it is proposed that an external partner is appointed, subject to meeting the requirements of the Council's Financial Procedure Rules.

3.8 Proposals have been sought from three companies to provide this support and the Chief Executive will review and appoint a partner to support the Council with this appointment.

4.0 Financial Implications

4.1 There is no proposed changes to the grade for the post of Director (so the salary budget is unaffected).

4.2 The cost of appointing an external recruitment partner is estimated to be around £15,000 and subject to the support that is required by the Council. This can be met from existing budgets including salary savings from the vacant post.

5.0 Corporate Implications

Employment Implications

5.1 There are no changes proposed to the existing terms and conditions of employment and duties of the post.

5.2 The recruitment is to be completed in line with the Appointment Procedure for Chief Executive and Directors which will provide a robust framework for the appointment to be completed in a fair and transparent manner.

Legal Implications

5.3 None directly arising from the report.

Council Plan Implications

5.4 The appointment to this post provides the strategic leadership resilience and resources to achieve the priorities in the Council Plan 2024-28 and will be accountable for a portfolio of services.

Risk Impact

5.5 None directly arising from the report.

6.0 Community Impact

Consultation

6.1 None directly arising from the report.

Equality and Diversity Impact

6.2 None directly arising from the report.

Social Value Impact

6.3 None directly arising from the report.

Environmental Sustainability

6.4 None directly arising from the report.

7.0 Background Papers

Appointment Procedure for the Chief Executive and Directors