
REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 13
DATE OF MEETING:	15 th FEBRUARY 2005	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	DAVID CLAMP (EXT 5729)	DOC:
SUBJECT:	SENIOR OFFICER APPOINTMENTS PROCEDURE	REF: DC1
WARD(S) AFFECTED:	NONE	TERMS OF REFERENCE: FM05

1.0 Recommendations

- 1.1 That the amended procedure outlined in appendix A is approved and that the Council's constitution is amended to reflect this procedure.

2.0 Purpose of Report

- 2.1 The purpose of this report is to propose some amendments to the procedure previously approved by Council at its meeting held on 1st July 2004.

3.0 Detail

- 3.1 A review of the procedure has been undertaken following two recent recruitment exercises that have been completed.
- 3.2 The changes to the procedure are therefore operational concerning the responsibilities and roles of Officers supporting the recruitment process. In essence this clarifies that Officers will ensure that following approval by Committee to recruit into the post the necessary actions regarding the placement of the advert and recruitment material will be completed.
- 3.3 Members of the Working Panel will then agree at the first meeting the procedure for shortlisting and appointment into the post after the closing date for the post.

- 3.4 The changes to the procedure have been highlighted in appendix A.

4.0 Financial Implications

- 4.1 None arising directly from the report

5.0 Corporate Implications

- 5.1 The revised procedure will form part of the Council's recruitment process and the Officer employment procedure rules for Senior Officer appointments.

6.0 Community Implications

6.1 None

7.0 Background Papers

7.1 Councils Recruitment and Selection Procedure

7.2 The Local Authorities (Standing Orders) (England) Regulations 2001.