

## **APPOINTMENTS COMMITTEE**

*At a meeting of Appointments Committee held on 8<sup>th</sup> December 2003 at the Municipal Building, Widnes.*

Present: Councillors McDermott (Chair), Gilligan, Harris, Swain and Taylor.

Apologies for absence: Councillor Nyland.

Absence declared on Council business: None.

### **ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE COMMITTEE**

		Action
APC8	<p>LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – URGENT BUSINESS</p> <p>The Committee was advised that a matter had arisen which required immediate attention by the Committee (Minutes APC 8, 9, 10, 11, 12 and 13 refer), therefore pursuant to Section 100B(4) and 100E, the Chairman ruled that the items be considered as a matter of urgency.</p>	
APC9	<p>APPOINTMENT OF THE CHIEF EXECUTIVE TO ROTHERHAM MBC</p> <p>The Committee were formally informed of the Chief Executive's appointment to the post of Chief Executive of Rotherham MBC and considered the Chief Executive's leaving date.</p> <p>RESOLVED: That</p> <p>(1) the Chief Executive be thanked for his work for the Borough and congratulated on his recent appointment with Rotherham MBC; and</p> <p>(2) the proposed leaving date of 31<sup>st</sup> March 2004 be agreed.</p>	Executive Director, Resources & Corporate Services
APC10	<p>APPOINTMENT PROCESS</p> <p>The Committee considered a report which set out the proposed appointment process for the recruitment of a Chief Executive.</p> <p>It was noted that the appointment of a new Chief Executive (as the statutory Head of Paid Service) had to be carried out in accordance with the Council's Standing Orders relating to Staff. This allowed the</p>	

recruitment and appointment process to be discharged by a Committee of the Council, but provided that:

- an offer of appointment could not be made until every Member of the Executive Board had been notified by the Proper Officer of the name and other details of the person to whom the appointing committee wished to make the offer, allowing them a period of time to object to the proposed appointment; and
- an offer of appointment could not be made until it had been approved by Full Council.

The Appointments Committee normally included the relevant Executive Board Portfolio holder. In the case of the Chief Executive it was felt that the membership of the Committee should be expanded to include all Executive Board Members. This Committee could then carry out the long listing and short listing process and undertake the necessary interviews.

As the appointment had to be approved by full Council, and bearing in mind that the appointment was such an important one for the Council as a whole, it was suggested that all Members of the Council should have an opportunity to meet the candidates in an informal setting.

The management of the day-to-day recruitment and selection process issues would normally be a matter for the Operational Director, Human Resources to administer but in view of the importance of the appointment it was suggested that, in this instance, the Operational Director should only exercise his delegated authority in consultation with the Leader of the Council.

It was proposed that the appointment process would take the following form:

- appointment of recruitment consultants;
- advertisement / recruitment process;
- long-listing by the Appointments Committee;
- short-listing by the Appointments Committee;
- selection process (to include interviews with the Appointments Committee and an informal meeting with all Members);
- recommendation from the Appointments Committee to Full Council; and
- approval of offer of appointment by Full Council.

RESOLVED: That

- (1) the appointment process, as outlined above, be agreed;

<p>(2) the day-to-day management of the appointment process (including the settlement of the detail of the remuneration package) be delegated to the Operational Director for Human Resources, in full consultation with the Leader of the Council; and</p>	<p>Executive Director, Resources and Corporate Services</p>
<p>(3) the Executive Board be asked to recommend to the Council that, for this appointment only, the membership of the Committee be expanded to include all Members of the Executive Board.</p>	<p>Chief Executive</p>
<p><b>APC11 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985</b></p>	
<p>In view of the nature of the business to be transacted, it was:-</p>	
<p>RESOLVED: That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 9 (APC 12) and 1 (APC 13) of Part I of Schedule 12A of the Act.</p>	
<p><b>APC12 CONSULTANTS PROPOSALS AND APPOINTMENT</b></p>	
<p>A proposition from GWT Tribal was circulated which set out their proposals for the appointment process for a Chief Executive, together with details of their contract terms. The Chief Executive proposed to accept the tender under Standing Order 1.7 and the matter would therefore be reported to the Executive Board at their next meeting.</p>	
<p>Members were asked to forward any detailed comments on the proposals to the Leader of the Council.</p>	
<p>RESOLVED: That</p>	
<p>(1) the acceptance of the tender from GWT Tribal, by the Chief Executive under Standing Order 1.7, be supported and reported to the next meeting of the Executive Board; and</p>	<p>Chief Executive</p>
<p>(2) detailed comments on the proposals be forwarded to the Leader of the Council.</p>	
<p><b>APC13 INTERIM ARRANGEMENTS</b></p>	
<p>Interim arrangements for the Council were discussed in relation to the period prior following the current Chief Executive vacating his post and the commencement in post of the new Chief Executive. Details of the arrangements for the period, including that period just prior to the current Chief Executive leaving, were discussed.</p>	

RESOLVED: That

(i) Council be recommended that the Executive Director, Resources and Corporate Services be appointed as interim Chief Executive (Head of the Paid Service) from 1<sup>st</sup> April 2004 on the basis outlined at the meeting until the commencement in post of a new Chief Executive; and

Executive Director -  
Resources and  
Corporate Services

(ii) the proposals for the Executive Director, Resources and Corporate Services to “shadow” the Chief Executive prior to 1st April 2004 be agreed.

Chief Executive

*Meeting ended at 5.35 pm.*