

Report to Senior Recruitment Task and Finish Panel

Date of meeting: 10 November 2011

Subject: Scoping Report

Officer contact for further information: C O'Boyle

Committee Secretary: Simon Hill Ext 4249



Introduction and Background

1. Following a report to the Council by the Audit and Governance Committee, Overview and Scrutiny Committee were asked to undertake a review of the reporting procedures for the recruitment of the Chief Executive.
2. The Overview and Scrutiny Committee, at its meeting on 6 September 2011, agreed to establish a Task and Finish Group to facilitate this review.
3. The Committee appointed the following members to serve on the Panel:

Councillors K Angold-Stephens (Chairman), Mrs A Grigg, J M Whitehouse, R Bassett and D Stallan.
4. The first meeting of the Panel should seek to identify its Terms of Reference, aims and objectives, particular expected outcomes, a timetable for the review, and evidence required.

Aims and Objectives

The Panel are required to bring forward a procedure for the reporting of complex and sensitive contracts to members and a procedure to be followed in the event of such contracts being entered into.

The Panel are required to report their findings to the Overview and Scrutiny Committee for onward consideration by the Council.

The aim would be to have agreed written procedures in place in time to inform the outcome of the recruitment to the position of Chief Executive which is currently vacant and any issues arising from the review by Ernst and Young in respect of the corporate management structure.

Terms of Reference

The following is suggested:

1. To consider and formulate a written procedure for reporting complex and sensitive senior officer employment contracts to members;
2. To consider the scope and agree positions to which these arrangements should apply (eg. Directors and Assistant Directors as well as Chief Executive and Deputy Chief Executive);
3. To formulate a procedure to be followed in advising the Council on the form of contract and other contractual considerations arising from senior staff appointments taking

account of lessons learnt from previous cases;

4. To bring any other recruitment issues arising from the review to the attention of the Committee for the Appointment of the Chief Executive;
5. To report to the Overview and Scrutiny Committee with recommended procedures by 28 February 2012.

Who should be involved in the Review?

To consider who the Panel wish be asked to provide information or evidence as part of their review.

Information Required

Copies of the existing relevant information is attached to this scoping report as follows:

1. Report of the Audit and Governance to the Council dated 26 July 2011 (Restricted report available to members only)
2. Motion moved by the Leader in response to (1) above.
3. Extract of the Council minutes dated 26 July 2011; and
4. Copy of the agreed Terms of Reference of the Committee for the Appointment of the Chief Executive – This is provided to members to alert them to the extent of the work of that Committee.
5. Officer employment procedure rules – taken from the current council constitution.

Timetable:

The following timetable is suggested:

Meeting	Date	Purpose and Outcome
First meeting of the Panel	10 November 2011	To have agreed the aims, objectives, terms of reference; information/evidence required and timetable
Second meeting of the Panel	TBA	To receive and consider information/evidence
Third meeting of the Panel	TBA	To consider findings of the review and compile recommendations for the final report.
Overview and Scrutiny Committee	Either 24 January 2012 or 28 February 2012	To receive the formal procedures and related recommendations

The Panel should agree the future dates of Panel meetings.