

Report to Overview and Scrutiny Committee

Date of meeting: 29 November 2011

Subject: Senior Recruitment Task and Finish Panel – Terms of Reference and scoping plan

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Recommendations:

- (1) That the Panels' Aims and Objectives and the Terms of Reference set out in paragraph 4 of this report be agreed; and**
- (2) That the proposals of the Panel to seek to submit their final report by the 6 March 2012 Overview and Scrutiny Committee meeting be agreed;**

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 was held on 10 November 2011. The Panel has identified its aims and objectives and Terms of Reference which are reproduced below:

“Aims and Objectives

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.

To report their findings to the Overview and Scrutiny Committee for onward consideration by the Council.

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

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. Chief Executive; Deputy Chief Executive; Directors; Assistant to the Chief Executive and other statutory officers);

3. To formulate a procedure on how the Council seek advice 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 6 March 2012.”

Timetable:

5. The following timetable has been agreed:

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	15 December 2011	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	6 March 2012	To receive the formal procedures and related recommendations

6. Members are asked to endorse the Aims and Objectives; Terms of reference and proposed work plan.