

Report to the Appointments Panel

Date of meeting: 9 May 2013



**Epping Forest
District Council**

Subject: Chief Officer Appointment and Redundancy Panel

Responsible Officer: G Chipp, Chief Executive

Democratic Services: Simon Hill Ext 4249

Recommendations/Decisions Required:

- (1) That a report be submitted to the Council recommending the appointment of a Chief Officer Appointment and Redundancy Panel in accordance with the Officer Employment Rules; and**
- (2) That the Panel consider the nomination of members to the proposed 7 seats, in accordance with pro rata requirements**

Report:

1. The Leader of the Council has requested that a Chief Officer Appointment and Redundancy Panel is established to work with the Head of Paid Service;
 - (i) to comment on a new structure for the Council proposed by the Head of Paid Service,
 - (ii) participate in the recruitment of Chief Officers, and
 - (iii) consider and progress resulting redundancies.
2. The Panel must be established in accordance with the Officer Employment Rules as set out in the Council's Constitution.
3. The Leader of the Council wishes the Panel to consist of 7 members of the Council, allocated between the political groups in accordance with the pro rata rules, including at least one Cabinet member. In order to achieve cross party representation as required by the Constitution, the Panel shall be appointed as follows;

Conservative Group	5
Liberal Democrats	1
Loughton Residents Association	1
4. The Chief Officer Appointment and Redundancy Panel shall exclude any member of the Staff Appeals Panel as it is possible that they will consider any appeal against redundancy.
5. The Terms of Reference for the Panel will be subject to the relevant proposals and Checklist recommended by the Senior Recruitment Task and Finish Scrutiny Panel. A copy of the Checklist is attached at appendix 1 for information. A separate report on those Terms of Reference will be made to the full Council meeting.

Senior Management Recruitment

Checklist

- Group Leaders to consider experience/suitability of proposed appointments to recruitment/appointment committee
- Appoint members to the Recruitment/Appointment Committee
- Terms of Reference – what responsibilities is the Committee to have?
 - Procurement of recruitment consultants, including the brief
 - Content of Job Description and Person Specification
 - Terms and conditions
 - Recruitment advert content, publication and how
 - Agree the Shortlist
 - Agree the Long list
 - Choice of venue for assessment centre/interviews
 - Content of assessment centre
 - Involvement in negotiations with the successful candidate regarding the determination of terms and conditions to make the appointment
 - Recommending an appointment to Council for non statutory roles
 - Making an appointment under delegated powers
- Frequency of reports (could be determined by key milestones within the process)
- Timescales
- Officer Support – who will support the Appointment Panel
- Who will provide legal advice?
- Establish a budget
- Agree who will be the 'Proper Officer' for Cabinet liaison purposes

Once these issues have been agreed a work programme will be developed for the Appointment Panel.