

AGENDA

APPOINTMENTS SUB-COMMITTEE MEETING

Date: Tuesday, 21 July 2020
Time: 4.00 pm
Venue: Virtual meeting via Skype*

Membership:

To be confirmed following Annual Council on 15 July 2020.

Quorum = 3

Pages

Information for the Public

*Members of the press and public can listen to this meeting live. Details of how to join the meeting will be added the website after 4pm on Monday 20 July 2020.

Privacy Statement

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1. Election of Chairman and Vice-Chairman
2. Apologies for Absence and Confirmation of Substitutes
3. Minutes

To approve the Minutes of the [Meeting](#) held on 30 October 2019 (Minute Nos. 315 - 319) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

Part A Report for Recommendation to Council

5. Recruitment of Chief Executive - report to-follow

Issued on Monday, 13 July 2020

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Cabinet, please visit www.swale.gov.uk

| Appointments Sub-Committee | |
|-----------------------------------|---|
| Meeting Date | 21 July 2020 |
| Report Title | Recruitment of Chief Executive post |
| Cabinet Member | Leader of the Council, Roger Truelove |
| SMT Lead | N/A |
| Head of Service | N/A |
| Lead Officer | Bal Sandher, Head of HR Shared Services |
| Key Decision | No |
| Classification | Open |
| Recommendations | 1. The Appointments Sub-Committee to agree the recruitment panel for the appointment of Chief Executive post. |

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to agree which Members from the Appointments Sub-Committee will form part of the recruitment panel for the Chief Executive post.

2 Background

- 2.1 The Council has been without a Chief Executive in post since March 2019 and it has been agreed that the Council make arrangements for the recruitment of a Chief Executive/Head of Paid Service in accordance with the constitution rules.

The Appointments Sub-Committee of the Council as detailed in the Council's Constitution and Officer Employment Procedure Rules is required to make a recommendation to Full Council in respect of the appointment of the Head of Paid Service.

- 2.2 The Appointment Sub-Committee is made up of 7 Members and the Council needs to put in place practical arrangements to support the appointment of this post.
- 2.3 The Appointments Sub-Committee will need to agree a smaller number of its members to form a recruitment panel to ensure the numbers are manageable. It is important to note that nominated Members to form part of the recruitment panel must take part in all areas of the process to ensure consistency through all stages of the recruitment.
- 2.4 Given the significance of this appointment to the future of the Council, Members may take the view if they so wished, that the rest of the Members of the

Appointments Sub-Committee are kept informed of the process which would provide a broader involvement of members, though still remain on a manageable scale.

2.5 The recruitment panel for the post will also be supported by the Head of HR Shared Services and an external recruitment consultant to provide the specialist support in the search and assessment of applicants.

2.6 The provisional indicative timetable for recruitment including responsibilities is in appendix 1.

3 Proposals

3.1 The Appointments Sub-Committee to agree the recruitment panel for the appointment of Chief Executive post.

4 Alternative Options

4.1 The committee could choose to include all members of the Appointment Sub-Committee to be involved in all stages of the recruitment process. This is not recommended based on the numbers of members as well as internal and external individuals involved in the recruitment process.

5 Consultation Undertaken or Proposed

5.1 The Appointment Sub Committee will be consulted on the process and appointment of the Chief Executive.

6 Implications

| Issue | Implications |
|----------------------------------|--|
| Corporate Plan | The recommendations in this report are not directly related to any corporate plan priority, but attracting a high-calibre chief executive will be critical to delivering on all of them. |
| Financial, Resource and Property | The costs for the recruitment process (recruitment consultant, advertising, search and selection), salary and on costs for the Chief Executive post will be met within existing budgets. |
| Legal, Statutory and Procurement | The Appointments Sub-Committee as outlined in the Council's constitution will need to be involved in the appointment of the Chief Executive/Head of Paid Service post. The Committee will be also make the recommendation of the appointment to Full Council to approve. |
| Crime and | None identified at this stage. |

| | |
|---------------------------------------|--|
| Disorder | |
| Environment and Sustainability | None identified at this stage. |
| Health and Wellbeing | None identified at this stage. |
| Risk Management and Health and Safety | None identified at this stage. |
| Equality and Diversity | There is a requirement under the Equality Act 2010 to ensure that we promote equality of opportunity through a fair and transparent processes. |
| Privacy and Data Protection | None identified at this stage. |

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Chief Executive recruitment timetable

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Chief Executive Recruitment timetable

| Activity | Date | Responsibility |
|---|-------------------------|---|
| Appoint recruitment consultants | By 17 July | Head of HR |
| Develop recruitment pack/microsite etc | Start w/b 20 July | Recruitment Agency |
| Sign-off recruitment pack/microsite, advert etc | 31 July | Recruitment Panel/Head of HR |
| Start of advert | 7 August | To note |
| Close of advert | 21 August | To note |
| Longlisting meeting | w/b 24 August | Recruitment Panel/Head of HR/Recruitment consultant |
| Shortlisting meeting | w/b 31 August | Recruitment Panel/Head of HR/Recruitment consultant |
| On line psychometric tests etc | w/b 7 September | Recruitment Agency |
| Assessment centre process | Late in w/b 7 September | Recruitment Agency |
| Final appointment interviews | w/b 14 September | Recruitment Panel/Head of HR/Recruitment consultant |
| Brief Appointment Sub Committee on the outcome of interviews | w/b 21 September | Recruitment Panel/Head of HR/Recruitment consultant |
| Appointment Sub-Committee recommendation to Full Council to approve appointment of Head of Paid Service | w/b 28 September | Appointment Sub-Committee |
| Offer of employment and agree start date | w/b 5 October | Head of HR |

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