

Date of issue: Wednesday, 26 July 2017

MEETING	EMPLOYMENT & APPEALS COMMITTEE (SPECIAL MEETING) (Councillors Sarfraz (Chair), N Holledge (Vice-Chair), Bains, Bedi, Brooker, M Holledge, Qaseem, R Sandhu and Sharif)
DATE AND TIME:	THURSDAY, 3RD AUGUST, 2017 AT 6.30 PM
VENUE:	PLUTO SUITE 3, ST MARTINS PLACE, 51 BATH ROAD, SLOUGH, BERKSHIRE SL1 3UF
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	CATHERINE MEEK 01753 875015

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



ROGER PARKIN
Interim Chief Executive

AGENDA

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
	Apologies for absence.		
1.	Declarations of Interest		

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the



AGENDA
ITEM

REPORT TITLE

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WARD

Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

2. Appointment of Appointments Sub-Committee 1 – 4 All

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 3rd August 2017

CONTACT OFFICER: Catherine Meek (Head of Democratic Services)
(For all Enquiries) (01753) 875011
Surjit Nagra (HR Business Partner)
(01753) 875727

WARD(S): All

PART I
FOR DECISION

APPOINTMENT OF APPOINTMENTS SUB-COMMITTEE

1. **Purpose of Report**

This report seeks agreement to the establishment of an Appointments Sub Committee and the appointment of Members to serve on it.

2. **Recommendations**

The Committee is requested to resolve:-

- a) That the Appointments Sub-Committee be appointed for the 2017/18 Municipal Year.
- b) That the terms of reference of the Sub Committee be as set out in Paragraph 5.10.
- c) That seats be allocated on the Sub-Committee as set out in paragraph 5.8.
- d) That Members be appointed to serve on the Sub-Committee in accordance with the wishes expressed by Political Groups in respect of seats allocated to them (To Follow).

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

There are no implications for the Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan as this report is administrative in nature.

4. **Other Implications**

(a) **Financial**

There are no financial implications of the proposed action.

(b) Human Rights Act and other Legal Implications

The recommendations meet the requirements of political proportionality as set out in the Local Government and Housing Act 1989 and associated Regulations. The Appointments Sub-Committee must include at least one Executive Member.

5 Supporting Information

Background

- 5.1 At its meeting on 26th January 2017, the Employment and Appeals Committee was requested, in accordance with the Constitution, to appoint an Appointments Sub Committee for 2016/17 to take part in the Appointment to the vacant post of Chief Executive.
- 5.2 At its meeting on 31st January 2017 the Council resolved that the post of Chief Executive be advertised both internally and externally in order to attract a wide pool of candidates. Since the meeting the Council has taken steps to secure and appoint an external partner to work with the Council on the appointment, as well as taking guidance from the Local Government Association.

Appointments Sub Committee

- 5.3 The Employment and Appeals Committee was reappointed by the Council at the Annual meeting on 18th May 2017 and the Committee is now requested to appoint an Appointments Sub Committee for the 2017/18 municipal year.
- 5.4 The Appointments Sub Committee comprises five members, appointed in accordance with the political proportionality of the Council. All five members are voting members of the sub committee and must have received appropriate training in recruitment and selection activities.
- 5.5 Previously members of the Sub Committee comprised of (subject to availability) the Leaders of the political groups, or their nominees and, where possible, but not as a requirement members serving on the Employment and Appeals Committee.
- 5.6 The Appointments Sub Committee will be supported by the Assistant Director (Organisation Development and Human Resources) or their nominated officer and, where appropriate, an external adviser.
- 5.7 The Council must approve the appointment of the Chief Executive and Head of the Paid Service before an offer of appointment is made.
- 5.8 Seat allocation on the Sub-Committee has been calculated to reflect group membership and statutory proportionality entitlements as follows:

Sub-Committee	Seats	Labour	Conservative
Appointments Sub Committee	5	4	1

5.9 Nominations will be sought from Political Groups and will be reported to the meeting.

5.10 Terms of Reference

In accordance with the Officer Employment Procedure Rules to carry out the process for appointment and:

- 1 Recommend to the Council the appointment of the Head of the Paid Service and Chief Executive.
- 2 Appoint chief officers and deputy chief officers.

Recruitment Process and Timelines

5.11 The following is the provisional recruitment process and timelines for the vacant post of Chief Executive and Head of the Paid Service.

Date	Activity
W/c 7 th August 2017	Advert will be appear in external media and a microsite will be set up to host the candidate pack and monitored by the external recruitment agency.
28 th August 2017	Closing date for applications.
29 th August 2017	Following the closing date the external recruitment agency will make initial assessments of the applications and grade these for Members' information.
W/c 4 th September 2017	Appointments Sub Committee to meet to agree a longlist of candidates to bring forward to the initial interviews. The Appointments Sub Committee will be provided with the external recruitment agency's assessment of the applications to review. A Technical Advisor and the external recruitment agency will attend to clarify any questions the Appointments Sub Committee may have.

W/C 11 th September or 18 th September 2017	Initial interviews with the recruitment agency and technical advisor. Informal one to one meeting with the Leader.
W/c 25 th September 2017	Appointments Sub Committee to meet to agree a shortlist of candidates to bring forward to the final assessment and interview programme. Technical advisors to provide feedback on the initial interviews.
	Once shortlisted candidates will complete on line psychometric assessments which will include verbal reasoning and competency based assessments.
	External recruitment agency to collate information from the assessments, take up references and brief candidates in advance of the final interview.
W/c 9 th October 2017	Assessment centre and final interview programme over two days The interview programme will include a range of options including ward visits, member meetings, stakeholder panel and employees' panel. Appointments Sub Committee to interview and recommend to Council (Special meeting to be arranged).

6 Background Papers

None