
Report to Clackmannanshire Council

Date of Meeting: 12 June 2019

Subject: Appointment Committees: Senior Manager

Report by: Leader of the Council

1.0 Purpose

- 1.1. This report follows on from the recommendations in the previous report in relation to organisational redesign. It seeks Council agreement to convene appointment committees for the recruitment of senior managers. It also seeks approval for consequential changes to the Scheme of Delegation.

2.0 Recommendations

- 2.1. It is recommended that Council
- 2.2. Agree, following the application of the Council's organisational change protocols and if there are residual vacancies, to establish appointment committees for the recruitment of senior managers for all three directorates
- 2.3. Agree that the Scheme of Delegation is amended to reflect the extended remit of the appointment committee to include senior managers
- 2.4. Nominate four Council members and four substitute Council members per directorate for each committee, reflecting political balance.

3.0 Considerations

- 3.1. Appointment Committees
- 3.2. It is intended that by using the appointment committees for the interview process for the senior manager posts there will be a consistency of approach with the August 2018 appointment of the Strategic Directors for both the Place and Partnership and Performance directorates. The table at appendix 1 summarises the relative benefits and challenges with the constitution of the appointment committee which is recommended in this paper. Appendix 1 is based on information provided to Council in June 2018 as part of the paper on appointment of strategic directors. It is possible that up to 7 roles will require an appointment committee decision and each role will need a separate recruitment process.

3.3. It is recognised that the new senior manager posts have an element of strategic focus, in addition to their operational role. The new posts sit above the current service manager level and there will be a requirement for the new post holders to contribute to the strategic direction of the organisation and drive transformation.

3.4. Process that will be followed

3.5. Independent legal advice has been sought in relation to the process that will be followed prior to the appointment committee stage. In summary this process will involve the following stages:

- The organisation change protocols will be applied. This will result in automatic matches if the role is the same grade. There are unlikely to be any automatic matches unless the roles are the same grade.
- The Targeted Voluntary Redundancy (TVR) process will then be considered. At this stage, an officer from Human Resources and the independent legal adviser will provide advice on whether there are suitable/ reasonable alternatives for each post. There is an accepted definition of “suitable alternative role”. Employees will each meet the applicable Strategic Director and be advised whether there is a role for them which is a suitable alternative role. It is anticipated that for those employees in roles which meet the definition of “suitable alternative role” that there would be a process of an “informal” redeployment interview with the Strategic Director and HR in line with accepted HR practice.
- Employees who do not have a suitable alternative role will also meet individually with Strategic Directors. At this meeting the employee will be offered their financial entitlement under TVR (having been provided with their figures) or asked to confirm if they wish to express an interest in any reasonable alternative roles, and/or roles which for which they meet essential criteria in terms of qualifications/ experience (or would meet under redeployment protocols with short period of training) by an agreed date.
- Thereafter appointment committee interviews could then be planned.

4.0 Sustainability Implications

4.1. None

5.0 Resource Implications

5.1. Financial Details

5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate.

Yes X

5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes X

5.4. *Staffing*

6.0 Exempt Reports

6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No X

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes No X

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes X

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

None

11.0 Background Papers

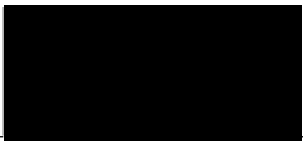
11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Councillor Ellen Forson	Council Leader	

Approved by

NAME	DESIGNATION	SIGNATURE
Councillor Ellen Forson	Council Leader	

Appendix 1

(extract from the Council paper

"Recruitment of Chief Officers" 28 June 2018 – bold wording added for this paper)

Option	Benefits	Challenges
<p>Separate Appointments Committees are established for each of the portfolio areas comprising Convener and Depute Convener, 1 Labour and 1 Conservative member. Each Committee appointing successful candidates based on skills, qualifications and evidenced competency.</p>	<p>Maintains political balance and size of committee used in the appointment process for Head of Paid Service (and Strategic Director) i.e. 2-1-1</p>	<p>Introduces potential for inconsistency with each Appointment Committee measuring and assessing on a different basis.</p> <p>Creates a potential for challenge of appointment the process (there may be a risk of collective or individual grievances lodged given the change in appointment process for senior managers part way through the current recruitment process).</p> <p>Potential for multiple applications/interviews</p> <p>Could potentially become a lengthy process.</p> <p>Convening numerous Committees over Summer recess</p>

