

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

9 February 2011

Appointments Policy and Procedure for chief and senior officers

Purpose of Report

1. This report presents the appointments policy and procedure for chief and senior officers.

Background

1. The appointments policy and procedure for chief and senior officers applies to those officers whose posts fall within the officer employment procedure rules contained within part 15 of Wiltshire Council's constitution.
2. It is largely based upon the standard appointments policy and procedure but includes additional processes that are required in relation to the appointment to chief and senior officer posts.
3. Human Resources aims to create policies which are consistent in format, easy to read and understand and are fit for purpose. This policy is in the new format which supports these aims.

Main Considerations for the Council

4. In creating the policy key stakeholders were consulted including legal services, democratic services, the BME and disability forums and unions.
5. The policy has been created and formatted in line with the new HR policy template.
6. The policy is largely based on the appointments policy and procedure and the main changes to the policy have been:
 - Recruitment and selection procedures to follow in advertising vacancies, selecting candidates and making an appointment decision for chief and senior officer posts
 - The role of the Officer Appointments Committee in the appointment of chief and senior officers
 - The process to obtain agreement for an appointment through Cabinet, and through full Council for the post of chief executive officer
 - Ownership and ring-fenced prior consideration criteria in cases of service redesign and the process of appointment to these posts

- Redeployment processes for chief and senior officers facing risk of termination of employment and the appointment to suitable alternative employment
- Procedures for appeal against ownership and ring-fence decisions in line with the Appeals Committee
- Clarification regarding HR, line manager and employee roles and responsibilities

Environmental Impact of the Proposal

7. None.

Equalities Impact of the Proposal

8. An Equalities Impact Assessment will be undertaken on 1st March 2011.

Risk Assessment

9. None

Options Considered

10. None.

Recommendation

11. To recommend Council approve the appointments policy and procedure for chief and senior officers.

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The following unpublished documents have been relied on in the preparation of this Report: None