

By: Deputy Leader of the Council
Director of Personnel & Development

To: Personnel Committee - 30 January 2009

Subject: Member Appointments

Classification: **Unrestricted**

SUMMARY: This paper confirms the arrangements currently in place for Member appointments to senior posts.

1. **BACKGROUND**

The KCC Constitution outlines the following procedure for the appointment of Chief and Senior Officers. It defines “senior managers” as “officers (other than Managing Directors) on Grade M or above who report directly to the Chief Executive or to Managing Directors.”

Appointment of Chief and Senior Officers

4. Rules 4-9 apply to the appointment of the Chief Executive, Managing Directors and Senior Managers.
5. For all such appointments the Director of Personnel & Development or their nominee shall:
- (a) draw up a statement specifying:
 - (i) the duties of the post; and
 - (ii) any qualifications or qualities required;
 - (b) make suitable arrangements for the post to be externally advertised to bring it to the attention of suitably qualified persons (unless applicants are to be sought only from among the Council’s existing staff); and
 - (c) make arrangements for the statement in paragraph (a) above to be sent to any person on request.
6. In all cases either all qualified applicants or a selected short-list will be interviewed as set out in the table below:

| Post | Appointing Body | Adviser |
|-------------------|--|--------------------------------|
| Chief Executive | Personnel Committee to interview and report to Council with recommendation | As determined by the Committee |
| Managing Director | Personnel Committee or Member Panel (Sub-Committee) | Chief Executive |

| | | |
|----------------|------------------------------|--------------------------------------|
| Senior Manager | Member Panel (Sub-Committee) | Managing Director or Chief Executive |
|----------------|------------------------------|--------------------------------------|

The Personnel Committee may vary these arrangements, except those relating to the Chief Executive.

7. Where no suitably qualified person has applied, the post shall be re-advertised.

8. When a Managing Director or Senior Manager ceases to hold that post or is likely to be absent for any length of time, the Chief Executive, after consultation with the political group leaders, may appoint someone to act temporarily in that capacity and determine the salary to be paid. The temporary appointment shall not extend beyond six months without the approval of the Personnel Committee.

9. No offer of an appointment as Chief Executive, a Managing Director or Senior Manager may be made until:

(1) the Monitoring Officer has recorded the name of the person to be offered the appointment and any other particulars the Committee (or other appointing body or person) considers relevant to the appointment

(2) that information has been sent by the Monitoring Officer to the Leader and all members of the Cabinet with a date and time by which any objection to the making of the offer can be made by the Leader

(3) the Monitoring Officer has confirmed that the date and time for objection by the Leader has elapsed and either:

(i) in the case of the Chief Executive, the Council has confirmed the appointment after consideration of any such objection and resolving that it is not material or not well-founded; or

(ii) in all other cases, no such objection has been made or the appointing body has considered any such objection and has resolved or decided that the objection is not material or not well-founded.

10. The Chairman of the Standards Committee shall be consulted before a new or existing officer is appointed or designated as Monitoring Officer; and his views shall be presented to the Personnel Committee.

2. **RECOMMENDATION**

The Personnel Committee is invited to note the current arrangements for these appointments and consider any changes required.

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