

SUBJECT:	<i>Appointment of the Interim Head of Sustainable Development</i>
REPORT OF:	<i>Bob Smith, Chief Executive</i>
RESPONSIBLE OFFICER	<i>Louise Cole, HR Manager</i>
REPORT AUTHOR	<i>Louise Cole, HR Manager, louise.cole@southbucks.gov.uk, 01494 732015</i>
WARD/S AFFECTED	<i>Not applicable</i>

1. Purpose of Report

To enable the Joint Staffing Committee Appointments Panel to agree an offer of interim appointment for the Head of Sustainable Development post following completion of the candidate assessment process and subject to the respective Cabinets not raising objections.

For Decision

- 1) To agree an offer of interim appointment for the post of Head of Sustainable Development and notify the respective Cabinets in accordance with the Local Authorities (Standing Order) Regulations 2001.**
- 2) Subject to no objections from the Cabinets to authorise the Chief Executive in consultation with the HR Manager to agree a start date and make the formal offer of interim appointment.**

2. Reasons for Recommendations

To fill the vacancy for an Interim Head of Sustainable Development.

3. Content of Report

3.1 The procedure for making appointments to the shared senior management team and Heads of Service has been delegated to the Joint Staffing Committee.

3.2 Interviews will take place at this meeting. The appointments panel would consist of three Joint Staffing Committee members from each Council; the two portfolio holders for Sustainable Development and the Director of Services.

3.3 The next steps are:-

- a meeting of the Joint Staffing Committee Appointments Panel is held to interview candidates and agree an offer of interim appointment;
- in accordance with the Local Authorities (Standing Orders) Regulations 2001 the respective Cabinets are notified of the proposed appointee and each member has the opportunity to object. The Cabinets are notified of:-
 - the name of the person to whom an offer is proposed;

- any other particulars relevant to the appointment which have been notified to the Chief Executive;
 - the period within which any objection can be made;
 - objections should be raised with the respective Leaders.
- any objections are made through the respective Leaders;
- if no objection has been made or if an objection is not material or well-founded the Chief Executive, in consultation with the HR Manager, make the offer of appointment and agree a start date.

3.4 Background to the recruitment process undertaken to this date:-

- The post of interim Head of Sustainable Development became vacant on 31st October when the current post holder left the employment of the Councils'. It is proposed that the successful applicant for the interim appointment will commence on 1st November 2017.
- Five recruitment agencies were invited to submit candidates and 20 CV's were received.
- The job description for the post is attached at Appendix A.
- The Director of Services, Chief Executive, HR Manager and Principal HR Adviser undertook a shortlisting process. Three candidates were shortlisted and these are attached at Appendix B, Appendix C, Appendix D.

The Joint Staffing Committee Appointments panel will be asked to interview each candidate and score against the interview questions and competencies and then agree which candidate to make the offer to.

Interview questions and a programme for the appointments will be circulated prior to the interviews.

4. Consultation

Not applicable

5. Options

It is for the Committee to decide how to proceed with the offer of this post in line with the recommendations of this report.

6. Corporate Implications

Financial - The cost of the recruitment process will be met from within existing budgets. The salary for this post and associated costs are included in the Councils' agreed establishment list and budget. If an internal applicant is appointed, consideration should be given to amending the establishment list and budget to enable applicants to remain with their existing employing authority.

Legal – The requirement of the Local Authorities (Standing Orders) Regulations 2001 are referred to in paragraph 4 above.

7. Links to Council Policy Objectives

The appointment of Interim Head of Sustainable Development is in line with the Councils' Corporate Plan.

8. Next Steps

A formal offer of appointment will be made.

Background Papers:	None except as referred to in this report
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