

5 Chief Officers and Deputy Chief Officer (Directors and DMTs) – interim appointment to permanent appointment via EHCC report and Member Appointment Panel

Highlighted activity directly relates to a requirement set out in the constitution

This process applies where a CMT/DMT vacancy has arisen (leaver) or been created (as a new and/or additional post), where interim arrangements have been in place for a minimum of 12 months and where it is now considered appropriate to seek to make permanent via a Member Appointment Panel.

Note : In order for this process to be progressed/concluded, there is the need for an update regarding proposed appointment to go to EHCC and so early consideration of the EHCC meetings is needed as these take place just 3 times each year – March, June or July and November.

Deputy : Where a Deputy is required from the substantive DMT cohort the EHCC Snr Management Update paper of 13 March 2019 stated: *‘Directors should have the ability to nominate an existing Assistant Director as a formal deputy to provide support and additional capacity on transformation and departmental leadership. Such arrangements will only apply to established and ‘senior’ Assistant Directors and should have little if any financial implications, all of which will be borne within departments’*

Step	Activity
1	HR Lead to agree role profile with Chief Executive or Director.
2	<p>Chief Executive or Director to brief Leader on situation referencing; reason for <i>why the conversion of an interim appointment to a permanent position is appropriate</i> including duties/qualifications for role, grade, salary and intended approach.</p> <p>(Key note - doesn't need to be agreed with the leader, but activity needs to happen in line with Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.8)</p> <p>Note - the salary for CMT needs to be approved by EHCC; however, authority for agreeing the salary for DMTs has been delegated to the Chief Executive in consultation with the Chairman of EHCC.</p>
3	<p>Chief Executive or Director, HR Lead and Leader to brief Opposition Leader and Chairman of EHCC – including agreeing the make-up of the ‘paper based’ member panel (with proportionate representation of appointment panel Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.11).</p>

4	Chief Executive and/or HR Lead confirm timeline and associated activities with Monitoring Officer.
5	<p>Update to be provided to EHCC – via a Senior Management Update Report, which recommends a Member Appointment Panel is held to consider the conversion of an Interim Chief/Deputy Chief Officer to a Permanent Chief/Deputy Chief Officer post. This paper will also reference that the salary for the role will be agreed by the Chief Executive in consultation with the Chairman of EHCC as per the Pay, Policy and Legislation Update report to EHCC of 12 November 2020. (If a Chief Officer post (CMT), salary to be agreed by EHCC).</p> <p><i>Typical paras used in paper: The recommendation is now to confirm these arrangements on a substantive basis and in doing so, ensure that capacity and capability at the required level is retained, ensuring essential stability at a time of significant challenge. It is therefore proposed that a Member Appointment Panel be convened to consider confirmation of these arrangements.</i></p> <p><i>This is a process which meets the requirements of Standing Orders and has been adopted for a number of years whereby Panels have approved the appointment of internal candidates to key senior management roles. This enables the County Council to appoint senior managers who are developing their career and provides opportunities to create and build capacity in the organisation.</i></p> <p><i>As agreed by EHCC, delegated authority has been given to the Chief Executive in consultation with the Chairman of the EHCC Committee to set salary rates for each of the post holders referred to in this report which are reflective of the established rates for the posts.</i></p>
6	If EHCC agree to a Member Panel being convened, HR Lead to confirm with Democratic Services the panel arrangements (as per 3. above)
7	HR Lead and Director or Chief Executive meet with Member Panel to brief and provide context and supporting information including an Appointment Panel Report.
	MEMBER APPOINTMENT PANEL AND OUTCOME:
8	Hold 'paper based' Member Panel and confirm appointment decision.
9	Chief Executive writes to Cabinet to inform them of the proposed candidate and the required period (time not specified in constitution but we apply 24 hours) for any objections to be raised.

10	If objections are raised, then the appointer (Member Panel) would need to consider and be satisfied that any objection received is not material or not well founded.
11	Chief Executive/Director confirms appointment with individual.
12	HR Lead arranges for formal IBC appointment processes to be concluded.
13	HR Lead Includes outcome in next report to EHCC as an update.