

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 20 August 2001

REPORT ON: Personnel Appointments Sub Committee and the Appointment of Directors/Chief Officers

REPORT BY: Director of Personnel and Management Services

REPORT NO: 529-2001

1 PURPOSE OF REPORT

- 1.1 To propose a change to the composition of the Personnel Appointments Sub Committee and to the procedure for the appointment of Chief Officers.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee approves the composition of the Personnel Appointments Sub Committee as follows:-

3 Majority Group
2 Major Opposition Group
1 Minor Opposition Group
1 Independent Labour

- 2.2 It is further recommended that the Committee approves the procedure outlined in paragraphs 7.1 to 7.4 for the appointment of Chief Officers.

3 FINANCIAL IMPLICATIONS

- 3.1 None.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 The proposals contained in this report are in accordance with the Council's equal opportunities policy.

6 COMPOSITION OF PERSONNEL APPOINTMENTS SUB COMMITTEE - BACKGROUND AND PROPOSALS

6.1 In accordance with Standing Order No. 64, the appointment of Directors/Chief Officers is delegated to the Personnel Appointments Sub Committee.

6.2 At its meeting of 14 June 1999, the Personnel and Management Services Committee decided that the Personnel Appointments Sub Committee be established on the following basis:-

5 Majority Group
3 Major Opposition Group
2 Minor Opposition Group
1 Independent Labour
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6.3 In the light of experience and, in his professional view, the Director of Personnel and Management Services is of the opinion that 11 participants on an interview panel is excessive and does not lead to good personnel management practice, as participants do not have the opportunity to ask in-depth questions of candidates.

6.4 The Director of Personnel and Management Services is of the view that the process would be improved if the size of the Personnel Appointments Sub Committee was reduced. Accordingly, it is recommended that the Personnel and Management Services Committee gives consideration to the following composition:-

3 Majority Group
2 Major Opposition Group
1 Minor Opposition Group
1 Independent Labour
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7 PROCEDURE FOR THE APPOINTMENT OF DIRECTORS/CHIEF OFFICERS

7.1 At present, the Personnel Appointments Sub Committee meets at the following stages of the recruitment process:-

- (i) to approve the job description, person specification, advertisement and timetable;
- (ii) to consider applications received and to shortlist; and
- (iii) to interview shortlisted candidates and to make an appointment.

7.2 The Chief Executive and the Director of Personnel and Management Services attend as advisers at all of these stages.

- 7.3 The Director of Personnel and Management Services considers that there would be merit in introducing an additional stage between stages (ii) and (iii) referred to in 7.1 above. This would involve shortlisted candidates undergoing an interview by the Chief Executive, the Director of Personnel and Management Services and another Director/Chief Officer to test their professional and technical skills, experience and knowledge. Depending on the nature of the post, an external adviser might also be asked to participate.
- 7.4 Prior to the Personnel Appointments Sub Committee proceeding to interview the candidates, the Director of Personnel and Management Services would provide the Sub Committee with a report on candidates' professional and technical skills, experience and knowledge.

8 **CONSULTATION**

- 8.1 The Chief Executive and Director of Support Services have been consulted and are in agreement with this report.

9 **BACKGROUND PAPERS**

- 9.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

10 **SIGNATURE**

J.C. Petrie
Director of Personnel and Management Services

Date