

Briefing Note for Members

On

Proceedings of the Selection Committee

Please note the material for this Briefing Note has been drawn from a variety of sources, including the Council's Constitution, officer guidance and custom and practice.

1. Purpose

- a. The Selection Committee is a non-executive body established under the Council's Constitution for the purpose of selecting the Chief Executive (Head of Paid Service), Chief Officers (Strategic Directors) and Deputy Chief Officers (Service Directors).
- b. The Committee is also responsible for designating officers as the Electoral Registration Officer and Returning Officer.
- c. The selection/designation of officers is a non-executive function.
- d. The Council's Constitution (Officer Employment Rules) requires that before an offer of appointment is made to the selected candidate, the "Executive Objections Procedure" must be followed. In addition, for the roles of Head of Paid Service, Monitoring Officer, Chief Finance Officer, Electoral Registration Officer and Returning Officer, an offer of appointment cannot be made until the Full Council has confirmed the appointment.

2. Membership and quorum

- a. Membership of the Committee is established as for other non-executive bodies, and is currently 4:1:1:1, which was decided by the Full Council on 31st May 2016.
- b. Standing members of the Committee are nominated by their political groups each civic year, though it is recognised that members may be substituted according to availability and areas of expertise/interest during the course of the year.
- c. At least one member of the Executive must be a member of the Committee, therefore the Elected Mayor may be a member of the Committee.
- d. The quorum for the Committee is stated to be two members.

3. Requirement for Committee members to be trained in recruitment and selection

- a. Although not a statutory requirement, the guidance for the Committee states that members can only sit on the Committee if they have had recruitment and selection training.

4. Meeting procedures

- a. The Committee will meet to shortlist applications received and then again later to conduct the final interviews. In the interests of consistency and fairness, the same members should ideally be involved at both stages.
- b. In accordance with the Council's Committee Procedure Rules, the Committee will elect annually one of its number to Chair its meetings.
- c. Members of the Committee should score each candidate's answers against the selection criteria for the job on the Candidate Assessment Forms supplied, and submit these to HR at the end of the meeting to form part of the record of the Committee's deliberations. (A candidate has the right to request a copy of any notes taken about them).

- d. CMR13.1 of the Committee Procedure Rules provides for voting by a simple majority, with the Chair having the casting vote (CMR 13.2). CMR13.5 (voting on appointments) states, *"If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. If there are two people nominated then there will be a vote and the person with the majority of votes will be elected."* However CMR18.1 states that *"All of these Committee Procedure Rules (CMR) except CMR 13.4 (right to require an individual vote to be recorded) and 14.2 (no agreement to sign minutes of previous meeting if extraordinary) may be suspended by motion on notice or without notice if at least one half of the whole number of members are present. Suspension can only be for the duration of the meeting."*

5. Responsibilities of the HR adviser

- a. Appointing a search agent, as required.
- b. Setting out the job paperwork and key terms of appointment.
- c. Proposing what selection methods will be used (eg, presentation, psychometric tests) and making the necessary arrangements.
- d. Ensuring the Committee understands the requirements of the advertised role(s).
- e. Making sure the access needs of any Disabled candidates are met.
- f. In the agreed absence of a Democratic Services Officer, opening the Committee's meeting with the following:
 - 1) Are there any apologies for absence / substitutions?
 - 2) Can the Committee note the Terms of Reference?
 - 3) Please note the membership of the Committee as set out on the agenda (and any changes due to substitutions)
 - 4) Confirm the meeting is quorate
 - 5) Are there any declarations of interest
 - 6) Please can I have a nomination for Chair for the purpose of the shortlisting / interview panel .Are there any other nominations? Confirm the nomination.
 - 7) The Chair may move this recommendation: to approve the recommendation as set out in item 6 of the agenda to exclude the press and public
- g. Ensuring that all questions to be asked by members are related to the selection criteria for the job.
- h. Accurately recording the answers given by candidates, key points of the Committee's discussions and agreed outcomes.
- i. Advising the Committee on the results for each candidate from other parts of the selection process.
- j. Advising the Chair and the Committee on its procedures.
- k. Informing candidates of the outcome of the Committee.
- l. Agreeing contractual terms with the nominated candidate, seeking HR Committee / Selection Committee agreement as necessary.
- m. Informing the nominated Democratic Services Officer of the answers to 1 to 7 above, the agreed outcome, and the time the meeting ended so the minutes can be completed and published.