



Democratic Services
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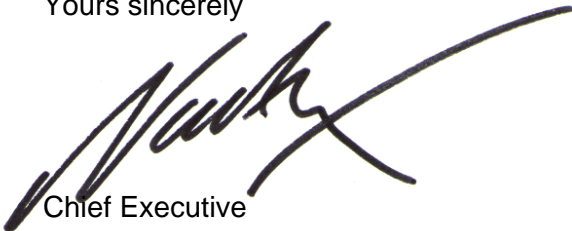
7 June 2010

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **APPOINTMENTS** Committee will be held at these Offices on Tuesday 15 June 2010 at 4.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Pauline Hodding on (01304) 872305 or by e-mail at paulinehodding@dover.gov.uk.

Yours sincerely



Chief Executive

Appointments Committee Membership:

Councillor T J Bartlett
Councillor M D Conolly
Councillor G Cowan
Councillor M R Eddy
Councillor D A Mayes

DECLARATIONS OF INTEREST

Members are required to disclose the existence and nature of a personal interest at the commencement of the item of business to which the interest relates or when the interest becomes apparent. An explanation in general terms of the interest should also be given to the meeting. If the interest is also a prejudicial interest, the Member should then withdraw from the room or chamber.

AGENDA

1. **APOLOGIES**
2. **ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the ensuing Council year.

3. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Committee for the ensuing year.

4. **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.

5. **APPOINTMENT OF THE HEAD OF REGENERATION AS A CHIEF OFFICER**
(Pages 3-5)

To consider the attached report the Head of Paid Service.

6. **REDESIGNATION OF HEADS OF SERVICE AS DIRECTORS** (Pages 6-7)

To consider the attached report the Head of Paid Service.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Large print copies can be supplied on request. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact: Pauline Hodding, Senior Democratic Support Officer, telephone: (01304) 872305 or email: paulinehodding@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

REPORT OF THE HEAD OF PAID SERVICE

APPOINTMENTS COMMITTEE – 15 JUNE 2010

APPOINTMENT OF HEAD OF REGENERATION AS A CHIEF OFFICER

Recommendation

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| <ol style="list-style-type: none">1. <i>That the present Head of Regeneration be appointed to the new Chief Officer post.</i>2. <i>That the Chief Executive, acting in his role as Head of Paid Service, notify every member of the Executive that he proposes that the Head of Regeneration be appointed to the new Chief Officer post.</i>3. <i>If no well founded objection is received from the Executive within two weeks of the notification, the Chief Officer appointment is confirmed by the Chief Executive.</i> |
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Contact Officer: Nadeem Aziz, extension 2400.

Reasons why a decision is required

1. The current Head of Regeneration's role has developed significantly over the last two years, especially in the area of external contact and influence and he is now considered to be a key member of the Corporate Management Team, although not a Chief Officer. The role has sufficiently developed to be that of a Chief Officer and it is proposed that the post of Head of Regeneration, which is already within the Council's establishment, be designated as a Chief Officer post.

Options available to the Council with assessment of preferred option

2. Option 1: To approve that the Head of Regeneration is appointed to the new Chief Officer post, subject to the Chief Executive, as the Head of Paid Service notifying every member of the Executive, as outlined in paragraph 6 and no well-founded objection being received. This is the preferred option for the reason stated in paragraph 1 above.
3. Option 2: To approve that the Head of Regeneration is appointed to the new Chief Officer post. However, when the Chief Executive, as the Head of Paid Service notifies every member of the Executive, as outlined in paragraph 6 a well-founded objection is received. In this situation, the Chief Executive, as the Head of Paid Service would need to report back to this Committee.
4. Option 3: Not to appoint internally to the Chief Officer post. It is recommended that if this option was followed, the Committee would report this position back to the next meeting of the Council. This is not the preferred option.

Information to be considered in taking the decision

5. At its meeting held on 19 May 2010 Council resolved that an Appointments Committee be convened to consider making an internal appointment to the new Chief Officer post of Head of Regeneration.
6. The Committee is required to determine whether the post should be appointed internally and if so the Chief Executive, as Head of Paid Service, is required to notify every member of the Executive of the name of the person to whom he wishes to make the appointment, any other relevant particulars and the period for objection. It is recommended that two weeks would be sufficient for objections to be received.
7. The Council's Officer Employment Procedure Rules and Prescribed Standing Orders require that an offer of employment as a Chief Officer shall only be made where no well-founded objection from any member of the Executive has been received.

Background Papers

Report to Council on 19 May 2010

Resource Implications

Requirement from Current Budget	Requirement for Additional Budget	
	Current Year	Full Year
Any regrading will be contained within existing budgets.	Nil	Nil

Comments from Finance

If approved, the Head of Regeneration post will be subject to a new job evaluation and any re-grading will be contained within existing budgets.

Impact on Corporate Objectives and Corporate Risks

Formal inclusion of the Head of Regeneration as Chief Officer and member of the Corporate Management Team will further strengthen the corporate objectives for regeneration of the District.

Comments from Equalities Officer

Appointments to the Corporate Management Team have and will continue to follow the Council recruitment policy as well as legal requirements, all of which have been subject to Equality Assessment.

Attachments

Appendix 1 – Extract from Officer Employment Procedure Rules, paras 2 and 4.

NADEEM AZIZ

Head of Paid Service

The officer to whom reference should be made concerning inspection of the background papers is the Senior Democratic Support Officer, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ. Telephone: (01304) 821199, Extension 2305.

Extract from

Officer Employment Procedure Rules

2. Recruitment of head of paid service and chief officers

Where the Council proposes to appoint a chief officer and it is not proposed that the appointment be made exclusively from among their existing officers, the Council will:

- (a) draw up a statement specifying:
 - (i) the duties of the officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (1) to be sent to any person on request.

4. Appointment of chief officers

This process will be subject to any mandatory standing orders.

- (a) A committee or sub-committee of the Council will appoint chief officers. That committee or sub-committee must include at least one member of the executive.
- (b) An offer of employment as a chief officer shall only be made where no well-founded objection from any member of the executive has been received.

NB Chief officer posts shall be:

- Chief Executive
- Head of Development and Public Protection
- Head of Finance and ICT
- Head of Governance
- Head of Housing, Culture and Community Safety
- Head of Property, Leisure and Waste Management
- Head of Business and Community Transformation

REPORT OF THE HEAD OF PAID SERVICE

APPOINTMENTS COMMITTEE – 15 JUNE 2010

REDESIGNATION OF HEADS OF SERVICE AS DIRECTORS

Recommendation

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| <ol style="list-style-type: none">1. <i>That the current Chief Officers of this Council, be re-designated as Directors.</i>2. <i>To acknowledge that the Head of the East Kent HR Partnership has confirmed that the re-designation has no impact on the Chief Officers' current grading or on the current grading of officers directly reporting to them.</i>3. <i>That the Chief Officer Posts as defined in the Constitution at Article 12, Officers, Paragraph 12.01 and the Officer Employment Rules, Paragraph 4 (Annex 1) be amended to re-designate Heads of Service as Directors.</i> |
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Contact Officer: Nadeem Aziz, extension 2400.

Reasons why a decision is required

1. The report to Council on 19 May 2010 requested Council to formally re-designate the Heads of Service as Directors, at no additional financial cost to the Council. The report sought to explain the difficulties caused by the current designations.
2. Council resolved that this Committee should have delegated authority to determine this matter, subject to there being no cost implications of the re-designation and also subject to advice from the Head of the East Kent Human Resources Partnership on the implications of the re-designation.

Options available to the Council with assessment of preferred option

3. Option 1: Change the designation of the current Chief Officers from Heads of Service to Directors. This is the preferred option, to clearly define the Chief Officers at Dover to external partners and neighbouring authorities and better reflect the duties undertaken as described in the job evaluation scheme.
4. Option 2: Retain the existing designation of Head of Service for the Chief Officers.

Information to be considered in taking the decision

5. The adopted DDC Job Evaluation Scheme provides a robust evaluation of the job role an officer is serving in. This assessment takes into account critical factors: Skills (level and breadth of application), Intellectual Demands (complexity and challenge), Judgement (independence, level and impact limitations), Use of Resources (supervision and influence), Communication (level, external demands and significance), Physical and Emotional Demands, Co-ordination and Working Conditions.

6. The job title, internal or external, that relates to the role bears no direct factor on the Job Evaluation and therefore the financial contract for any officer role.
7. There has been no evaluation of Director or Head of Service roles across local District Councils to evaluate whether they are comparative at this stage.

Background Papers

Report to Council 19 May 2010

Resource Implications

Requirement from Current Budget	Requirement for Additional Budget	
	Current Year	Full Year
Minor replacement stationery items, to be contained within existing budgets	Nil	Nil

Comments from Finance

The change of title to Directors would incur very minimal expenditure, such as new business cards, which will be contained within existing budget provision. Other than this there will be no additional costs incurred and no re-evaluation of jobs.

Impact on Corporate Objectives and Corporate Risks

Designation as Directors will clarify the status of Chief Officers at Dover in Administrative Collaborative Agreements for shared services/partnerships and avoid any misunderstanding or confusion when members of the Corporate Management Team act outside the Council in support of the Council's corporate objectives.

Comments from Equalities Officer

Appointments to the Corporate Management Team have and will continue to follow the Council recruitment policy as well as legal requirements, all of which have been subject to Equality Assessment.

Attachments

None.

NADEEM AZIZ

Head of Paid Service

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