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To: Councillors Dickson, Dunbar, McCaig, Malone, May and Noble; 5 Labour members to be confirmed; 1 Conservative member to be confirmed; and 1 Independent member to be confirmed.

Members are reminded that substitutes are permissible and should be used if necessary.

Town House,
ABERDEEN, 24 May 2012

URGENT BUSINESS COMMITTEE

The Members of the **URGENT BUSINESS COMMITTEE** are requested to meet in Committee Room 2 - Town House on **FRIDAY, 1 JUNE 2012 at 2.00pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

- 1 Appointment of Convener
- 2 Members are requested to resolve that any exempt business on this agenda be considered with the press and public excluded
- 3 Post of Director of Education, Culture and Sport - Recruitment and Selection Process - Report by Chief Executive (Pages 1 - 2)
- 4 Appointments to Outside Bodies and Committee Places - Report by Chief Executive (to follow)

BUSINESS THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

- 5 Minute of Meeting of Social Work Complaints Review Committee of 20 April 2012
(Pages 3 - 10)

This item is before the Urgent Business Committee due to the cancellation of the Social Care and Wellbeing Committee this cycle. The committee is requested to either accept or reject the recommendations contained therein.

Should you require any further information about this agenda, please contact Martyn Orchard 01224 523097 or email morchard@aberdeencity.gov.uk

ABERDEEN CITY COUNCIL

COMMITTEE	Urgent Business Committee
DATE	1 June, 2012
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Post of Director of Education, Culture and Sport – Recruitment and Selection Process
REPORT NUMBER:	OCE/12/008

1. PURPOSE OF REPORT

To seek approval to establish an Appointment Panel to recruit to the post of Director of Education, Culture and Sport.

2. RECOMMENDATION(S)

That the Committee agrees –

- (1) to establish an Appointment Panel comprising 9 members in total (3+3+1+1+1) to appoint to the post of Director of Education, Culture and Sport, including the Convener of the Finance and Resources Committee who should be appointed as Convener of the Panel;
- (2) to delegate powers to the Appointment Panel to agree the detail of the recruitment process, remuneration, recruitment timeline, final job description and person specification;
- (3) that Munro Consulting be appointed as recruitment consultants through the shared framework agreement, for the purposes of recruiting to the post; and
- (4) a timeline for the recruitment process.

3. FINANCIAL IMPLICATIONS

The recruitment and selection costs will be provided to the first meeting of the Appointment Panel. At this stage it is considered that these costs can be met from the budget established for Chief Officer recruitment and selection (including costs of external support drawn down through the framework agreement, if agreed).

4. OTHER IMPLICATIONS

The appointment of a Director to the Education, Culture and Sport Service will bring to an end the current acting up arrangements, allowing the three Heads of Service to return to their substantive posts.

5. BACKGROUND/MAIN ISSUES

- 5.1 **Background** - Standing Order 47(2) states that Directors of the Council shall be appointed by an Appointment Panel, reflecting the political balance of the Council and chaired by the Convener of the Finance and Resource Committee or such other member as may be determined. The post of Director of Education, Culture and Sport became vacant in February, and is currently being filled on a rotational acting up arrangement between the three Heads of Service.
- 5.2 **Composition and chairing arrangements** – In accordance with previous practice in recruiting to Director posts, it is proposed that the Appointment Panel be chaired by the Convener of the Finance and Resource Committee. The composition of the Panel should be 3 Labour (including said Convener), 3 SNP, 1 Liberal Democrat, 1 Conservative and 1 member of the Independent Alliance Group.
- 5.3 **Delegation of powers to Panel** – In the interests of accelerating the recruitment process, it is suggested that powers be delegated to the Appointment Panel to agree the timeline and detail of the recruitment process, remuneration and the job description and person specification for the post. The Appointment Panel will be advised by the Chief Executive during the recruitment process and it is recommended that the services of Munro Consulting be secured through the shared framework agreement to provide the Panel with external recruitment expertise.
- 5.4 **Timeline** – For the information of members, the timeline is approximately as undernoted, although this will be confirmed by the Panel:-

Week commencing 11 June	Appointment Panel meets to agree job description, person specification and remuneration package
Week commencing 13 August	Appointment Panel meets to agree a shortlist of candidates
Week commencing 27 August	Appointment Panel meets to interview candidates

6. IMPACT

Recruitment to this post will be of interest to all Council Services, partner organisations and the public.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

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