

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### URGENT BUSINESS COMMITTEE - THURSDAY, 27 MARCH 2014

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1	<u>Determination of Urgent Business</u>	<b><u>The Committee resolved:</u></b> to agree that the item was of an urgent nature and required to be considered this day with a decision taken thereon.		
2	<u>Post of Chief Executive - Recruitment and Selection Process</u>	<b><u>The Committee resolved:</u></b> (i) to establish an Appointment Panel comprising ten members in total (3 Labour, 3 SNP, 1 Liberal Democrat, 1 Conservative, 1 member of the Independent Alliance Group and Councillor Donnelly) to appoint to the post of Chief Executive, and that the Panel appoint a Convener from within its membership; (ii) to delegate powers to the Appointment Panel to agree all matters relating to the recruitment process, including job description and person specification, salary and timeline; (iii) to delegate powers to the Appointment Panel to agree any interim acting arrangements to cover the role of Chief	Human Resources and Organisational Development  Legal and Democratic	Jeff Capstick  Vikki Cuthbert

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		<p>Executive should the vacancy not be filled for a period of time;</p> <p>(iv) to agree that external recruitment consultants be appointed for the purposes of supporting the recruitment to the post and in this regard to invoke Standing Order 1(6)(a) of the Council's Standing Orders relating to Contracts and Procurement to allow a contract to be entered into with the recruitment consultants Aspen to support the recruitment process for this post, without the need to seek four quotes in accordance with Standing Order 6 or to undertake a competitive tendering exercise in accordance with Standing Order 5; and</p> <p>(v) to note that the timeline contained within the report had been updated, with the Appointment Panel to meet on 29 April to agree a shortlist of candidates, the Assessment Centre to take place on 7 May, and the Appointment Panel to meet on 8 May to interview candidates.</p>		

If you require any further information about this decision sheet, please contact Martyn Orchard 01224 523097 or email [morchard@aberdeencity.gov.uk](mailto:morchard@aberdeencity.gov.uk)