

## URGENT BUSINESS COMMITTEE

ABERDEEN, 27 March 2014 - Minute of Meeting of the URGENT BUSINESS COMMITTEE. Present:- Councillor Crockett, Convener; and Councillors Allan (substituting for Councillor Boulton), Cameron (substituting for Councillor Dickson), Cooney, Jackie Dunbar, Laing, McCaig, May, Noble, Taylor, Thomson (substituting for Councillor Forsyth), Young and Yuill.

**The agenda and reports associated with this minute can be found at:-**

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=334&MIId=3348&Ver=4>

### **DETERMINATION OF URGENT BUSINESS**

1. In terms of Standing Order 28(5)(vi), and in accordance with Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, the Committee was informed that it had to determine (1) that the item on the agenda was of an urgent nature; and (2) that the Committee required to consider the item and take decisions thereon.

#### **The Committee resolved:-**

to agree that the item was of an urgent nature and required to be considered this day.

### **POST OF CHIEF EXECUTIVE - RECRUITMENT AND SELECTION PROCESS - OCE/14/012**

2. The Committee had before it a report by the Chief Executive which sought approval to establish an Appointment Panel to recruit to the post of Chief Executive.

#### **The report recommended:-**

that the Committee agree -

- (a) to establish an Appointment Panel comprising nine members in total (3 Labour, 3 SNP, 1 Liberal Democrat, 1 Conservative and 1 member of the Independent Alliance Group) to appoint to the post of Chief Executive, and that the Panel appoint a Convener from within its membership;
- (b) 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;
- (c) to delegate powers to the Appointment Panel to agree any interim acting arrangements to cover the role of Chief Executive should the vacancy not be filled for a period of time; and
- (d) 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.

**The Committee resolved:-**

- (i) to approve the recommendations subject to the Appointment Panel comprising ten members in total, with Councillor Donnelly being the additional member; and
- (ii) 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.

**- BARNEY CROCKETT, Convener.**