

Appendix 1: Protocols for Member Appointment Panels

- All panel members must have received the Council's Recruitment & Selection training or a refresher session within the last three years.
- All panel members must have due regard to the Council's Equality in Employment Policy.
- At the first shortlisting meeting, the panel must appoint a Chair and a Deputy Chair.
- The Deputy Chair will take over as Chair should the Chair be unavailable at short notice for the interviews.
- Should any panel member be unavailable for any panel meetings, including the interviews, an alternative Member (who has received the appropriate training) should be sought by the relevant Party and fully briefed by HR.
- The Executive Search & Select Agency will compile a longlist from which it will invite candidates for initial interview and assessment and will then compile a recommended shortlist.
- At the initial shortlist meeting, the panel will be presented with the recommended shortlist by the Recruitment Consultant representing the Executive Search & Select Agency together with details of the unselected candidates (these will be very brief for candidates not on the longlist). The panel will decide on the final shortlist, which may include any candidates that have not been recommended. Candidates will not be stood down until the final shortlist has been decided. Any candidates that the panel decide to bring forward to shortlist that were not part of the original recommendation will need to complete all selection assessments which will add to time and cost considerations.
- The panel will agree a set of core interview questions prior to the interviews commencing. These questions should reflect the key requirements of the post and the Council's competency framework. These questions should be asked of all candidates. Panel members should follow these up with probing questions tailored to each candidate. Sufficient time should be afforded to enable panel members to ask a number of such probing questions to ascertain the candidate's suitability for the post. To assist this process, the Chief Executive and/or Director (if appropriate) will also be able to ask questions.
- The panel will score the candidates' responses to each question using the agreed scoring criteria which will assist members to make a judgement but will not be determinative.
- At the end of the interviews, the Chair will allow for a full discussion on the merits of each candidate.
- Within the discussion, the panel will seek the views of the Recruitment Consultant representing the Executive Search & Select Agency, the Chief Executive and the Director (if appropriate) before making a final decision.
- Members should make every reasonable attempt to achieve a consensus (including consideration of the option to re-advertise the position), before moving to a vote. If this is not

possible, decisions will be made in accordance with the Constitution's rules for Committee decision-making.

CONSTITUTION

Part 2

Appointments Panel

MEMBERSHIP

The membership of each panel is dependent upon the level of the post being filled. Please see paragraph 1.9 of the Officer Employment Procedure Rules (Part 4, Chapter 4.12).

TERMS OF REFERENCE

- (i) To be responsible for making appointments to all posts at Director and Assistant Director level and for making a recommendation for the appointment of the Head of the Paid Service to the Full Council.

Chapter 4.12

Officer Employment Procedure Rules

1. Recruitment and Appointment of Officers

- 1.1 Where the Council propose to appoint any Officer, the Council shall:
 - (a) draw up in accordance with the Council's Recruitment Policies and Procedures; a:
 - (i) job description; and
 - (ii) person specification
 - (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.
- 1.2 Where a post has been advertised as provided in paragraph 1.1 (b) above, the Council shall shortlist and interview all applicants who meet the requirements of the person specification.
- 1.3 Where no applicant meets the person specification, the Council shall make further arrangements for advertisement in accordance with paragraph 1.1 (b) above.
- 1.4 The steps to be taken under paragraphs 1.1 and 1.2 above shall be taken in accordance with the Council's Recruitment Policies and Procedures and Policy on Appointment of the Head of Paid Service (Chief Executive), Directors and Assistant Directors.
- 1.5 **Declarations**
 - (i) The Council will draw up a statement requiring any candidate for appointment as an Officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece or close associate of an existing Councillor or Officer of the Council; or of the partner or spouse of such persons.

- (ii) No candidate so related to a Councillor or an Officer will be appointed without the authority of the relevant Chief Officer or an Officer nominated by him/her.

1.6 Seeking Support for Appointment

- (i) Subject only to paragraph (iii), the Council will disqualify any applicant who directly or indirectly seeks the support of any Enfield Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) Subject only to paragraph (iii), no Enfield Councillor will seek to influence Panel Members to support one candidate over another and Panel Members should not take into account any such approaches in making their decision.
- (iii) Nothing in paragraphs (i) and (ii) above will preclude a Councillor or the Mayor from giving a written reference for a candidate for submission with an application for appointment

1.7 Arrangements for Appointments

(1) Head of Paid Service

- (a) The full Council will approve the appointment of the Head of Paid Service following the recommendation of such appointment by an Appointments Panel. The Panel will include the Leader and Deputy Leader of the Council, the Leader of the Opposition, and up to 3 other Councillors (split 2 Majority:1 Opposition).
- (b) The full Council may only make or approve the appointment of the Head of Paid Service where no well-founded objection has been made by any member of the executive within 7 days of notification.

(2) Director and Assistant Director:

- (a) Appointment to be made by a panel of 5 Members of the Council (3 majority and 2 opposition Members).
- (b) An offer of employment as a Director and Assistant Director shall only be made where no well-founded objection from any member of the executive has been received within 7 days of notification.

(3) Other appointments:

To be made by officer panels convened in accordance with the Council's Recruitment and Selection Procedure.

Policy Framework

All appointments to be made in accordance with the Council's Recruitment Policies and Procedure and Selection Procedure. The quorum for a Member level appointment panel is a minimum of 3 Members which must always include a Member of the Cabinet.