

Protocols for Staff Appeals, Appointments and Remuneration Committee

- All Committee members must have received the Council's Recruitment & Selection training or a refresher session within the last three years.
- All Committee members must have due regard to the Council's equal opportunities policy.
- At the first shortlisting meeting, the Committee 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 Committee member be unavailable for any Committee 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 Committee will be presented with a recommended shortlist by the Recruitment Consultant representing the Executive Search & Select Agency. The Committee will decide on the final shortlist, including any candidates that have not been recommended. Candidates will not be stood down until the final shortlist has been decided. Point to note – any candidates that the Committee 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 Committee 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. Committee members will be able to use probing questions tailored to each candidate. Sufficient time should be afforded to enable panel members to ask a number of subsidiary probing questions to ascertain the candidate's suitability for the post. To assist this process, the Chief Executive and/or Director (if appropriate) will be able to ask questions.
- The Committee will score the candidates' responses to each question using the agreed scoring criteria which will assist members 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 Committee 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.
- Unless the highest number of preferences is to re-advertise the positions, decisions will be made on the basis of a majority of those who elect to vote. Members should make every reasonable attempt to achieve a consensus before the vote.

STAFF APPEALS, APPOINTMENT AND REMUNERATION COMMITTEE

Appointed by: Chair and Vice Chair appointed by Council

Proportionality: Applies

Membership: 3 members from pool of 13 members including Leader of the Council, Deputy Leader of the Council, Leader of the Opposition

For appointments:

The membership of each Committee is dependent upon the level of the post being filled.

Head of Paid Service Appointment:

(Up to 6 members) Leader of the Council; Deputy Leader of the Council; Leader of the Opposition; and up to 3 other Councillors (split 2 majority: 1 opposition)

Chief Officer & Deputy Chief Officer Appointment: (5 members) (Names to be agreed depending on appointment in question) 3 majority and 2 opposition

For appeals:

3 members one of which should be Chair or Vice Chair + 2 from remaining pool none of whom are members of the committee concerned with the work of the relevant Service Group.

Public/Private meetings: Public when possible

Quorum: 2

Frequency: 4 meetings per annum

Terms of Reference:

Remuneration

- (i) To make recommendations to the Cabinet, and Council if appropriate on strategic pay and remuneration issues relating to staff in posts graded Assistant Director, Director and Chief Executive, plus other salary scales with similar levels of remuneration
- (ii) To consider all elements of the Council's senior management remuneration package, including
 - levels of consolidated/fixed salaries;
 - elements of variable non consolidated salary payments;
 - any additional pay or non pay benefits that could be considered as part of the total remuneration package;
 - processes for determining the pay progression of staff;
 - termination payments packages;
 - parameters and process for appointing senior interim or agency staff.

The remit of the Committee will not extend to consideration of the level of

remuneration of individual members of staff (within the context of the agreed policy) as these will be covered by individual contracts of employment.

Appointments

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

Appeals

- (i) To deal with appeals against dismissal, grading, pension entitlement and grievances by Chief Officer and Deputy Chief Officer.

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:

(i) draw up in accordance with the Council's Recruitment Policies and Procedures a:

- job description; and
- person specification

(ii) 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(ii) 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 (ii) 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), Executive Directors and 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

Head of Paid Service:

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).

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.

Executive Director and Director:

Appointment to be made by a panel of 5 Members of the Council (3 Majority and 2 Opposition Members).

An offer of employment as an Executive Director and Director shall only be made where no well-founded objection from any member of the executive has been received within 7 days of notification.

Other appointments: by officer panels convened in accordance with the Council's Recruitment and Selection Procedure.

1.8 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.