

REPORT TO: East Lothian Council

MEETING DATE: 28 August 2012

BY: Chief Executive

SUBJECT: Appointment of Head of Education

1 PURPOSE

- 1.1 To outline the process for appointment of the Head of Education following from the reconfiguration of the functions of the Council and the Chief Officer structure that has been in place since 1 April 2012.

2 RECOMMENDATIONS

- 2.1 Council is asked to approve the appointment and matching process outlined in paras 3.2 and 3.6 and to delegate to the Appointment Panel the authority to appoint the Head of Education.
- 2.2 Council is asked to nominate and approve two members of the Administration and one member of the Opposition party to constitute the Appointment Panel.
- 2.3 Council is asked to delegate to the Chief Executive the power to appoint suitable officers from Human Resources and Law and Licensing to support the Appointment Panel.

3 BACKGROUND

- 3.1 On 28 February 2012 the Council approved changes to the Chief Officer structure and the alignment of council services that arose as a result. It was recognised that Standing Orders did not apply in relation to the Chief Officer appointments because the appointments arose as a result of an organisational departmental restructure.
- 3.2 It was agreed that an Appointments Panel should be established consisting of two members of the Administration and one Opposition Group member, to be advised by the Chief Executive and Peter Hay, the Independent HR Adviser to the process. Officers from Human Resources

and Law and Licensing supported the process and provided any necessary clarification relating to applicable Council employment policies and procedures.

- 3.3 All existing Heads of Service at the time went through a selection process in March 2012 consisting of psychometric testing, presentation and interview following which the 6 successful candidates were appointed to one of the new generic Head of Service Posts with effect from 1 April 2012.
- 3.4 There were insufficient successful candidates to appoint to all posts and the Head of Education post remained unfilled.
- 3.5 On 26 June 2012 the Council rescinded an earlier agreement to share a Head of Education with Midlothian Council and agreed to proceed to recruit a Head of Education.
- 3.6 The recruitment exercise for the Head of Education is a continuation of the appointment process as a result of restructure for generic Heads of Service approved in February 2012 and accordingly it is appropriate that the same method of appointment by way of an Appointment Panel be followed rather than by the Chief Officer Appointments Subcommittee.

3.7 Indicative Timeline –

DATE	EVENT/ACTION	ACTIONS
Friday 21 st September	Campaign made 'live' MJS	HR
Midnight Sunday 7 th October	Campaign closes	HR
Monday 8 th – Wed 10 th October	Applications to Independent Adviser for 1 st sift and written report completed	Independent Adviser
Wed 10 th October 9am – 12noon	Appointment Panel meet to agree Long-leet	Appt Panel/ Independent Adviser/Chief Exec/HR
Thursday 11 th – Friday 12 th October	1:1 Interviews with long-leeted candidates and interview report on long-leeted candidates written up	Independent Adviser
Tuesday 16 th October 9am – 12noon	Appointment Panel meet to agree short-leet	Appt Panel/d Adviser/Chief Exec/HR
	Keil Centre notified of candidates for assessment	
Tuesday 16 th – Monday 29 th October	Keil Centre – Psychometric Testing See timeline below for details	Keil Centre
Monday 29 th October 2012	Psychometric Testing Feedback to Independent Adviser	Keil Centre/Ind Adviser/Chief Exec/HR
w/c 29 October 2012	Final Interviews	Appointment Panel

4 POLICY IMPLICATIONS

4.1 There are no policy implications.

5 EQUALITIES IMPACT ASSESSMENT

5.1 This report does not directly impact upon the wellbeing of equalities groups and an Equality Impact Assessment is not required. The Appointment Panel will ensure that the appointment is made on merit and that the selection process is compliant with the Council's Equalities in Employment policies and practice.

6 RESOURCE IMPLICATIONS

6.1 Financial – Relevant budgetary provision for the Head of Education post is included within the approved Education Budget for 2012-13 and that any associated campaign costs should be also charged against the Education Revenue budget.

6.2 Personnel - The HR Manager Operational Services will advise on Council Protocols, Policy and procedures relating to the proposed Appointment. The relevant Trades Union has been consulted on the proposal.

6.1 Other - None

7 BACKGROUND PAPERS

7.1 Report to Council of 28 February and Minutes of that meeting.

7.2 Members Library Report – Review of Chief Officer Structure Update dated 30 March 2012

7.3 Report to Council of 26 June and Minutes of that meeting.

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