

Committee: Appointments Committee

Date: Tuesday 23
May 2023

Title: Recruitment of the permanent Head of Legal &
Monitoring Officer

Report Peter Holt – Chief Executive

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Summary

1. The Appointments Committee is responsible for recruiting the Head of Legal & Monitoring Officer and to make a recommendation on appointment to Full Council.
2. The recruitment process has commenced and the final members interviews will be taking place on either the 29 or 30 June 2023 depending on members availability.
3. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of three members, giving them authority to recruit to the post of Head of Legal & Monitoring Officer and make a recommendation on appointment to Full Council.
4. That this sub-committee will hold a meeting on either 29 or 30 June to select their candidate for recommendation on appointment to the next Full Council.

Recommendations

5. That the Appointments Committee form a sub-committee of three members giving them authority to recruit to the post of Head of Legal & Monitoring Officer and make a recommendation on appointment to Full Council.
6. That this sub-committee will hold a meeting on either 29 or 30 June (depending on member availability) to consider the shortlisted candidates and select their candidate for recommendation on appointment to the next Full Council.

Financial Implications

7. There are no direct financial implications arising from this report.

Background Papers

8. None

Situation

9. The Appointments Committee is responsible for the recruitment of the Head of Legal & Monitoring Officer.
10. This role also includes the Statutory Officer duties of a Monitoring Officer and all Statutory Officer appointments recommended by the Appointments Committee must be approved at Full Council.
11. The post will be advertised in Mid-May and will close in Mid-June 2023. Long listed candidates will go through to the technical stage of the assessment process with shortlisted candidates attending the final members interviews taking place on either 29 or 30 June (depending on members availability).
12. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of three members, giving them authority to recruit to the post of Head of Legal & Monitoring Officer and make a recommendation on appointment to Full Council.
13. This sub-committee will hold a meeting on either 29 or 30 June 2023 (depending on member availability) to consider the shortlisted candidates and select their candidate for recommendation on appointment to the next Full Council.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That proper processes are not followed in the appointment of the Head of Legal & Monitoring Officer	1	2	<p>HR & Procurement & governance arrangements are in place to ensure compliance with relevant employment & financial legislation & Constitutional requirements</p> <p>Appointments Committee/ delegated sub-committee to select the candidate for recommendation for appointment to Full Council with advice and support from HR Manager and HofPS&CE</p> <p>Use of specialist and respected recruiters with depth of experience in the sector</p>

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.