

Appointments Committee Procedure

See also Constitution [Part 4H](#) (Officer Employment Procedure Rules) and [Part 3B](#) (Appointments Committee Terms of Reference)

	Action	By
	Vacancy arises	
1.	Advise DS that a vacancy is due to arise and agree provisional meeting timetable	HR
2.	Submit Forward Plan item for the next available Council meeting (two items to cover this report and report at stage 15 if required)	HR
3.	Write report to seek Council's agreement to recruit to post being paid in excess of £100k p.a.	HR/DS
	Council resolves to recruit	
4.	Convene a meeting of the Appointments Committee with membership as agreed at AGM and appropriate officers	DS
5.	Officers liaise with Leader and Opposition Group Leaders as appropriate to agree makeup of shortlisting and interview panel, reflecting a balance of gender and diversity as appropriate.	DS
6.	Write report for meeting of Appointments Committee to agree process for recruitment including: arrangements for advertisement; job description; person specification; the appointment of a Sub-Committee if relevant to conduct shortlisting and interview (to include at least one Member of the Cabinet); shortlisting assessments; and timetable for recruitment.	HR/DS
	Appointments Committee agrees the detail	
7.	Officers to arrange for advertisement and conduct longlisting stage.	HR
8.	Convene Committee/Sub-Committee to conduct shortlisting with agreed membership on agreed date and publish meeting notice in accordance with Access to Information Procedure rules.	DS
9.	Provide DS with applicant packs prior to the shortlisting panel for circulation to Members and liaise with recruitment consultant or relevant officer to ensure attendance at shortlisting panel	HR
	Shortlisting takes place	
10.	Shortlisted candidates notified of date for final interview panel	HR
11.	Convene Committee/Sub-Committee to conduct final interviews with agreed membership on agreed date and	DS

	publish meeting notice in accordance with Access to Information Procedure rules.	
	Final interviews take place	
12.	Conditional offer of employment made to successful candidate	HR
13.	The Appointments Committee/Sub-Committee writes to the Proper Officer (Chief Executive) to advise them of its decision	DS
14.	Chief Executive writes to Cabinet Members to advise them of the decision of the Appointments Committee, enclosing the relevant applicant pack and invite any objections within 3 working days.	DS
	No objections received (see 15 and/or 16) Objections received (see 17)	
15.	For Head of Paid Service only Write report to the next full Council meeting to approve the appointment/designation.	DS
	Council approval obtained	
16.	Officers advise the successful candidate	HR
	Objections received	
17.	Convene a meeting of the Appointments Committee or Sub Committee as the case may be to consider whether the objection is material and well founded and if they consider it is not, the appointment can be confirmed. The decision of the Committee will be final.	DS

HR – Human Resources (recruitment)

DS – Democratic Services

CE – Proper officer

Notes:

Merton's Constitution states that the Appointments Committee has delegated authority from full Council to make arrangements for the appointment of senior chief officers (Directors and Monitoring Officer only).

Deputy Chief Officers and below (with the exception of political assistants and Mayor's EA, are the responsibility of the Head of Paid Service.

Full Council, on the recommendation of the Appointments Committee, is responsible for appointing the Chief Executive.

The Constitution and Pay Policy Statement state that approval to recruit to a post where the package is in excess of £100k p.a. must be obtained by full Council.

The Appointments Committee should meet prior to the commencement of the recruitment process to agree the JD, Person Specification, timetable for recruitment; and to appoint the Sub-Committee responsible for shortlisting and final interviews (if appropriate).

Shortlisting and interview panels should have at least one Member of the Cabinet sitting and ideally the membership should be the same at each stage.

No Member should sit on a panel without first having received appropriate recruitment and selection training by HR.

No appointment can be made to a chief officer or deputy chief officer post until every Member of the Cabinet has been written to by the Proper Officer, setting out the name and particulars of the person the appointer wishes to appoint, and a period for objections to be made to the Proper Officer.

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