

RECOMMENDED ACTION PLAN FOR IMPLEMENTATION OF REVIEW WORKING GROUP RECOMMENDATIONS

RECOMMENDATIONS		
A. Recommended changes to Council’s pre-appointment processes		
<p><u>Recommendation 1</u> That the Council adopts a Recruitment Protocol for Chief Officers to include the Councils intentions as to how it will:-</p> <ul style="list-style-type: none"> • Manage the recruitment process for Chief Officer / Statutory Officers and in particular <ul style="list-style-type: none"> ○ Whether external agencies will be engaged to manage the recruitment process ○ How advertising for the vacancy will take place ○ How the feedback to successful and unsuccessful candidates (both internal and external) will take place ○ Guidelines for making conditional offers of employment ○ Timescale for making written offer of employment ○ Timescale for issue of contract of employment • Include in the final selection process significant Councillor involvement as well as involvement from partners and employees • The process which will be undertaken to obtain medical clearance for the employment of the successful candidate • Induction processes as appropriate to a senior position 		
Recommended Action	Due Date	Lead Officer
Introduce a Cheltenham Borough Council Recruitment Protocol.	30 th September 2010	Assistant Director Human Resources
<p><u>Recommendation 2</u> The Council includes, as part of the recruitment process for Chief Officers / Statutory Officers / Assistant Directors, a requirement for the candidates for the post to undertake relevant job related competency based person profiling (e.g. leadership / personality profiling)</p>		
Recommended Action	Due Date	Lead Officer
Devise a competency based recruitment process for the Council’s senior appointments.	30 th September 2010	Assistant Director Human Resources

<u>Recommendation 3</u> When commencing a recruitment process for a Chief Officer / Statutory Officer, careful consideration should be given to the timing of the process and the date for the Council meeting to make the appointment to avoid dates where there are likely to be significant member absences due to holiday (e.g. avoid Christmas / New Year period).		
Recommended Action	Due Date	Lead Officer
Ensure that the timing of any recruitment process for posts which require to be appointed by the Council take into account statutory holiday periods.	Immediate	Assistant Director Human Resources
B. Recommended changes to Council's appointment processes		
<u>Recommendation 4</u> That the Council sets up an Appointments Committee to make recommendations to the Council on appointments to posts which are required to be made by the Council with Terms of Reference which include recommending a preferred candidate to Council for approval following a full interview and assessment process being carried out by the Appointments Committee.		
Recommended Action	Due Date	Lead Officer
Include the establishment of an Appointments Committee, with terms of reference as set out in recommendation 4, as part of the report on the review of the Council's Constitution.	30 th September 2010	Borough Solicitor
<u>Recommendation 5</u> That the Council amends the Council Rules of Procedure to require that the appointment of any Statutory Officer (Head of Paid Service, Section 151 Officer and Monitoring Officer) should be approved by 2/3rds of the Members who are present at the meeting and voting.		
Recommended Action	Due Date	Lead Officer
Include, within the report on the review of the Council's Constitution, a recommended amendment to the Council's Procedure Rules as set out in Recommendation 5.	30 th September 2010	Borough Solicitor

<p><u>Recommendation 6</u> That the Council sets a target of 28 days, from the date of the acceptance by the employee of the offer of employment, for the issue of an employee's Statement of Particulars of Employment.</p>		
Recommended Action	Due Date	Lead Officer
Issue Statements of Particulars of Employment to new employees within a target of 28 days from acceptance by the employee of the Council's offer of employment.	Immediate	Assistant Director Human Resources
<p><u>Recommendation 7</u> That the Council's appointment / recruitment / absence management and dispute resolutions policies be reviewed regularly to ensure that they continue to be up to date, robust and fit for purpose.</p>		
Recommended Action	Due Date	Lead Officer
Include within the Human Resources Policy Review Timetable the regular review of the Council's appointment, recruitment, absence management and dispute resolution policies to ensure that they continue to be up to date, robust and fit for purpose.	30 th April 2010	Assistant Director Human Resources
<p>C. Recommended changes to Council's procedures to ensure that disputes are resolved efficiently and effectively</p>		
<p><u>Recommendation 8</u> That the Council reviews the membership and functions of the JNC Disciplinary Committee to ensure that they are consistent with the guidance in the 2009 version of the JNC for Local Authority Chief Executives (National Salary Framework and Conditions of Service).</p>		
Recommended Action	Due Date	Lead Officer
Include, within the report of the review of the Council's Constitution, recommended revisions to the membership and functions of the JNC Disciplinary Committee to reflect the 2009 version of the JNC for Local Authority Chief Executives (National Salary Framework and Conditions of Service).	30 th September 2010	Borough Solicitor

<u>Recommendation 9</u> That the Council explores the possibility and appropriateness of incorporating within the conditions of contract of Officers, an ongoing requirement for the Council (by instructing an occupational health practitioner) to have access to medical records, subject to safeguards and clarity as to what event would trigger that consent being used and subject also to legislation relating to disclosure of medical records.		
Recommended Action	Due Date	Lead Officer
Consider whether the Council is permitted, within the relevant employment and access to medical records legislation, to seek ongoing access to medical records from employees and, if this is permissible, to implement the necessary changes.	30 th September 2010	Assistant Director Human Resources
<u>Recommendation 10</u> That the Council introduces a procedure whereby nominated Officers deputise for Chief Officers / Statutory Officers during any extended absence e.g. sickness, and are given full authority to act in that capacity.		
Recommended Action	Due Date	Lead Officer
Introduce a formal procedure for the nomination of deputies to act for Chief and Statutory Officers during any extended absence and measures to ensure that the deputies are provided with the necessary authority to act in that capacity.	30 th September 2010	Assistant Director Human Resources / Borough Solicitor
<u>Recommendation 11</u> That the Council amends its guidance on managing sickness absence, to ensure that: <ul style="list-style-type: none"> 1. employees who are certified as being unfit for work are clear about the circumstances and purposes for which they can attend the workplace 2. guidance is in place to ensure that employees who are certified as being unfit for work do not issue inappropriate instructions or requests to other employees and the guidance should be such that employees who receive inappropriate instructions or requests are clear that they are able to refer these to their manager 3. the Council include in its guidance on managing absence, nominated post(s) with responsibility for managing any absence of the Chief Executive/Head of paid Service. 		
Recommended Action	Due Date	Lead Officer
Introduce amendments to the Council's guidance on managing sickness to satisfy items 1-3 of the recommendation.	30 th September 2010	Assistant Director Human Resources

<u>Recommendation 12</u> That the Council makes an appropriate amendment to the Employees Code of Conduct to ensure that Officers who have an interest in any matter which would, in the case of any Member of the Council, amount to a “prejudicial interest”, should not participate in or seek to influence the outcome of that matter.		
Recommended Action	Due Date	Lead Officer
Prepare a report for the Standards Committee/Council to suggest revisions to the Employees Code of Conduct to clarify the requirements regarding personal interests, as identified in the recommendation.,	31 st December 2010	Assistant Director Human Resources / Borough Solicitor
<u>Recommendation 13</u> That the Standards Committee be asked to undertake a review of the Protocol for Member / Officer Relations to ensure that it reflects best practice.		
Recommended Action	Due Date	Lead Officer
Request the Standards Committee to review the Protocol for Member / Officer relations as specified in the recommendation.	30 th September 2010	Borough Solicitor
D. Recommended response to KPMG Recommendations		
<u>Recommendation 14</u> That the Council endorses the proposed actions set out in Appendix 1 to this report as its response to the KPMG Public Interest Report.		
Recommended Action	Due Date	Lead Officer
See Appendix 1.		
E. General		
<u>Recommendation 15</u> That authority be delegated to the Audit Committee to monitor implementation of the actions agreed by the Council.		
Recommended Action	Due Date	Lead Officer
See Recommendation 1.2.5 in the report.		