

Members' Library Service Request Form

Date of Document	25/06/14
Originator	Paul Ritchie
Originator's Ref (if any)	
Document Title	Amendments to Appendix 2 - Scheme of Delegation of the Council's Standing Orders

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East Lothian Council

Additional information:

Authorised By	Angela Leitch
Designation	Chief Executive
Date	08/07/14

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REPORT TO: Members' Library Service

MEETING DATE:

BY: Chief Executive

SUBJECT: Amendments to Appendix 2 - Scheme of Delegation of the Council's Standing Orders

1 PURPOSE

- 1.1 To amend the Council's Scheme of Delegation to allow the Chief Executive (after consultation with the Leader, Provost and Elected Member Departmental Spokesperson) to appoint an acting/temporary Depute Chief Executive or Head of Service from within the staff of the Council or from an external source.

2 RECOMMENDATIONS

- 2.1 That Council approves the amendment to Section 2.2 (a) of Appendix 2 to the Council's Standing Orders, as detailed in 3.4 of this report with immediate effect.

3 BACKGROUND

- 3.1 The current Scheme of Delegation allows the Chief Executive to appoint after consultation with the Leader, Provost and Elected Member Departmental spokesperson an Acting Depute Chief Executive or Head of Service from staff of the Council when the post holder is likely to be absent for more than 2 months, or the post is vacant. The current Scheme of Delegation does not allow for these acting posts to be recruited from an external source. This is a shortened recruitment process without using the Chief Officer and Head Teacher Appointments Sub Committee.
- 3.2 It is proposed that the wording at 2.2 (a) of the Scheme of Delegation is amended to remove "from staff of the Council" which would allow the Council to seek applicants for short term cover arrangements for the post of Depute Chief Executive or Head of Service from external as well as internal sources i.e. temporary recruitment or agency cover. It is also

proposed that the wording is amended to refer to the appointment of a temporary position.

- 3.3 The amendment is required as it may not always be possible to recruit someone with sufficient experience and qualification from within the internal workforce. In addition where the cover is likely to be short term the full recruitment process through the Chief Officer and Head Teacher Appointments Sub Committee would take too long to gain any benefit where a short term temporary replacement is essential.
- 3.4 Section 2.2 (a) of Appendix 2 – Scheme of Delegation of the Council’s Standing Orders, as amended, would read: “To appoint after consultation with the Leader, Provost and Elected Member Departmental spokesperson, an Acting/Temporary Depute Chief Executive or Head of Service when the post holder is like to be absent for more than 2 months, or the post is vacant”
- 3.5 This change would not amend the process for any permanent appointment, which would continue to follow the normal recruitment process through the Chief Officer and Head Teacher Appointments Sub Committee.

4 POLICY IMPLICATIONS

- 4.1 This change would require the Scheme of Delegation at 2.2(a) to be amended to reflect a change in practice.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – There are no direct financial implications from this proposal.
- 6.2 Personnel - This change does not mean that a fair and proper selection process will not take place. HR will still be represented in any recruitment arrangements.
- 6.3 Other - None

7 BACKGROUND PAPERS

- 7.1 Standing Orders

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