

SCHEME OF APPOINTMENTS

General Principles Applying to all Appointments Under the Scheme

1. This Scheme of Appointments sets out the Comhairle's arrangements for the appointment of senior officers of the Comhairle. The appointment of senior teaching staff is governed by Scottish Statutory Instrument 2007/132.
2. Appointments and shortleeting are delegated functions within the terms of this Scheme and are subject to the Scheme of Delegation of which the Scheme of Appointments forms a specific element.
3. The first column of this Scheme lists the posts affected.
4. The second column lists the body with delegated powers to make an appointment.
5. The third column lists the officer, body or organisation with delegated powers to draw up a shortleet.
6. The Chief Executive, Director, nominees or external advisor giving a professional assessment of candidates shall make an impartial professional assessment of the competing merits of the candidates assessed against the criteria of the job description and the person specification but shall not make a recommendation.
7. The Chief Executive, Director, nominees or external advisor giving a professional assessment of candidates shall remain present in the room while the appointing body deliberates on the competing merits of the candidates interviewed and shall only tender further assessment at the express request of the appointing body.
8. Nominees to serve on shortleeting committees and panels shall be selected by the Chief Executive who shall wherever possible ensure that the substitute is drawn from the relevant parent committee. Appropriate gender balance will be ensured on all panels
9. The Chief Executive shall determine the relevant service committee for the purposes of the Scheme.
10. No Officer or Member who has given a reference for a candidate being interviewed or considered for interview shall attend in any capacity or as assessor in connection with the making of an appointment to the post for which the application has been made.
11. References will be used as a check of the Appointment Panel's conclusions after a decision to appoint has been made.

APPOINTMENT ARRANGEMENTS

Officer	Appointing Body	Shortleeting Body
Chief Executive	Comhairle (Two stage interview process)	Leader, Convener and Chairman of all Committees (including Audit and Scrutiny)
Director for Assets, Finance and Resources	The shortleeting body together with four other elected Members to be selected by the Chief Executive	Leader, Convener, Chair of Transportation and Infrastructure Committee and three additional Members to be appointed by the Chief Executive
Director for Communities	The shortleeting body together with four other elected Members to be selected by the Chief Executive	Leader, Convener, Chair of Communities and Housing and Chair of Transportation and Infrastructure Committee and two additional Members to be appointed by the Chief Executive
Director for Investment Delivery	The shortleeting body together with four other elected Members to be selected by the Chief Executive	Leader, Convener and Vice-Chair of Policy and Resources Committee and two additional Members to be appointed by the Chief Executive
Director for Education, Skills and Children's Services	The shortleeting body together with four other elected Members to be selected by the Chief Executive	Leader, Convener, and Chair and Vice-Chairman of the Education, Sports and Children's Services Committee and two additional Members to be appointed by the Chief Executive
Chief Officer – Health & Social Care	Shortleeting Panel which includes the Leader, CNES, Chair NHS WI, Chief Executives of CNES and NHS WI plus one other representative from each organisation	Leader CNES, Chair NHS WI, Chief Executives of CNES and NHS WI, plus one other representative from each organisation
Heads of Service	Director of Department, two Members to be appointed by Chief Executive having regard to duties of post and two Officers to be appointed by the Chief Executive	The Director of the relevant Department with appropriate advice from the Chief Executive and Human Resources
Heads of Service – Health & Social Care (depending on outcome of Joint Working Agreement)	If CNES Appointing Body, Chief Officer, Health & Social Care plus two Members to be appointed by Chief Executive having regard to duties of post and two Officers to be appointed by the Chief Executive - ?? possibly Panel should include someone from Health – albeit appointment will be to CNES terms and conditions	If CNES Appointing Body, Chief Officer, Health & Social Care with appropriate advice from the Chief Executive and Human Resources ?? possibly Panel should include someone from Health - albeit appointment will be to CNES terms and conditions

APPOINTMENTS MADE UNDER PARENT COUNCIL LEGISLATION

SCHOOLS WITH PARENT COUNCIL

Officer	Appointments Panel
Executive Headteacher	<ul style="list-style-type: none"> • 3 Elected Members normally including the Chairman and/or Vice-Chairman and a Member representing all or part of a catchment area of the school • 2 Parental representatives (1 from largest school and 1 other to be agreed) • Director for Education, Skills and Children’s Services or representative • Chief Executive/nominee (Clerk) • Members of the panel who have voting rights Quorum = 4
Headteacher	<ul style="list-style-type: none"> • 3 Elected Members normally including the Chairman and/or Vice-Chairman and a Member representing all or part of a catchment area of the school • 2 Parental representatives • Director for Education, Skills and Children’s Services or representative • Chief Executive/nominee (Clerk) • Members of the panel who have voting rights Quorum = 4
Head of School	<ul style="list-style-type: none"> • Executive Headteacher (Chair) • 2 Elected Members normally including the Chairman or Vice-Chairman and a Member in whose ward the school is situated • 2 Parental representatives • Director for Education; Skills and Children’s Services or representative • Chief Executive/nominee (Clerk) • Members of the panel who have voting rights Quorum = 3
Depute Headteacher	<ul style="list-style-type: none"> • Headteacher (Chair) • 2 Elected Members normally including the Chairman or Vice-Chairman and a Member in whose ward the school is situated • 2 Parental representatives • Director for Education, Skills and Children’s Services or representative • Chief Executive/nominee (Clerk) • Members of the panel who have voting rights Quorum = 3

In all cases of appointments of Headteachers or Depute Head Teachers the Appointment Panel makes a recommendation to the Director for Education, Skills and Children’s Services who makes the decision on appointment under delegated powers.

Job Description and Person Specification

The Director for Education, Skills and Children's Services will prepare the Job Description and Person Specification, based on the standard Job Description and Person Specification agreed through the Local Negotiating Committee for Teaching Staff and in consultation with the Parent Council.

Shortleeting

Shortleeting will be undertaken by the Director for Education, Skills and Children's Services or his/her representative, in consultation with the Parent Council. In the case of Head of School Appointments the Executive Headteacher for the school will be included in the shortleeting panel. In the case of Depute Head Teacher appointments the Head Teacher will be included in the shortleeting panel.

Interview Panel

Following shortleeting, membership of the interview panel will be confirmed in line with the guidance set out above. The Parent Council representatives on the interview panel must have been involved in shortleeting candidates. This means that a Parent Council representative cannot serve on an Appointment Panel if they have not attended the Parent Council meeting at which the shortleeting for the post was undertaken.

Recruitment Training

All those involved in shortleeting or interviewing are required to have undertaken the Comhairle's recruitment training.