

## **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 and senior teaching staff.
- 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 Head of Service or nominee 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 Head of Service, nominee and any external adviser 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 Director of Corporate Services who shall wherever possible ensure that the substitute is drawn from the relevant parent Committee.
- 9 The Director of Corporate Services shall determine the relevant service committee for the purposes of the Scheme.
- 10 The delegation regarding teaching posts will be subject to further change under the Scheme of Devolved School Management.
- 11 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.

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| <i>Revised</i>      | <i>21 August 2001</i> |
| <i>Applied from</i> | <i>27 August 2001</i> |

## APPOINTMENT ARRANGEMENTS

| <b>Officer</b>                                                                          | <b>Appointing Body</b>                                                                     | <b>Shortleeting Body</b>                                                                                                               |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Chief Executive                                                                         | Council                                                                                    | Policy and Resources Committee                                                                                                         |
| Director of Corporate Services<br>Director of Finance                                   | Council                                                                                    | Convener, Vice-Convener and Vice-Chairman of Policy and Resources Committee [or nominees].                                             |
| Director for Sustainable Communities                                                    | Council                                                                                    | Convener, Vice-Convener and Chairmen of Arts and Leisure, Environmental Services and Development Services Committees [or nominees].    |
| Director of Technical Services                                                          | Council                                                                                    | Convener, Vice-Convener and Chairmen of Transportation, Housing and Environmental Services Committees [or nominees].                   |
| Director of Education                                                                   | Council                                                                                    | Convener, Vice-Convener and Chairmen of Education and Arts and Leisure Committees [or nominees].                                       |
| Director of Housing                                                                     | Council                                                                                    | Convener, Vice-Convener, Chairman of Housing Committee [or nominees].                                                                  |
| Director of Social Work                                                                 | Council                                                                                    | Convener, Vice-Convener and Chairman of Social Work Committee [or nominees].                                                           |
| Depute Directors of:-<br>Corporate Services<br>Finance<br>Solicitor to the Council      | Policy and Resources Committee                                                             | Convener, Vice-Convener and Vice-Chairman of Policy and Resources Committee [or nominees].                                             |
| Depute Director of Social Work                                                          | Policy and Resources Committee                                                             | Convener, Vice-Convener and Chairman of Social Work Committee [or nominees].                                                           |
| Depute Director of Technical Services                                                   | Policy and Resources Committee                                                             | Convener, Vice-Convener and Chairmen Environmental Services and Transportation Committees [or nominees].                               |
| Depute Director - Education                                                             | Policy and Resources Committee                                                             | Convener, Vice-Convener and Chairman of Education Committee [or nominees].                                                             |
| Depute Director - Leisure Services                                                      | Policy and Resources Committee                                                             | Convener, Vice-Convener and Chairman of Arts and Leisure Committee [or nominees].                                                      |
| Head of European and Development Services                                               | Policy and Resources Committee                                                             | Convener, Vice-Convener, Vice-Chairman of Policy and Resources Committee and Chairman of Development Services Committee [or nominees]. |
| Assistant Directors [all],<br>Head of Executive Office,<br>Divisional Education Officer | Panel of 5 from Policy and Resources Committee drawn by the Director of Corporate Services | Convener, Vice-Convener and Chairman of relevant service Committee [or nominees].                                                      |

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| <b>SCHOOLS WITH SCHOOL BOARD</b>                                                                                                                                                                                                             |                                                                                                                                                                                                                         |                                                                                                                                     |
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| <b>Officer</b>                                                                                                                                                                                                                               | <b>Appointing Body</b>                                                                                                                                                                                                  | <b>Short-Leeting</b>                                                                                                                |
| Head Teacher                                                                                                                                                                                                                                 | School Board Appointments Committee of six including three elected members drawn from Comhairle nan Eilean Siar (including local member for the school) and three members nominated by the School Board.                | Stage 1: Director of Education and Leisure Services.<br><br>Stage 2: School Board excluding staff and pupil representatives.        |
| Depute Head Teacher<br>Assistant Head Teacher                                                                                                                                                                                                | School Board Appointments Committee of five including two elected members drawn from Comhairle nan Eilean Siar (including local member for the school), two members nominated by the School Board and the Head Teacher. | Single stage - delegated authority for Director of Education and Leisure Services, in consultation with Head Teacher, to shortleat. |
| <b>SCHOOLS WITHOUT SCHOOL BOARD</b>                                                                                                                                                                                                          |                                                                                                                                                                                                                         |                                                                                                                                     |
| Head Teacher                                                                                                                                                                                                                                 | Panel of six elected members of the Comhairle, including the local member for the school.                                                                                                                               | Director of Education and Leisure Services.                                                                                         |
| Depute Head Teacher<br>Assistant Head Teacher                                                                                                                                                                                                | Panel of four elected members of the Comhairle, including the local member for the school, plus the Head Teacher.                                                                                                       | Director of Education and Leisure Services in consultation with the Head Teacher.                                                   |
| In all cases of appointments of Head Teachers, Depute Head Teachers or Assistant Head Teachers the Committee makes recommendation to Director of Education and Leisure Services who makes the decision on appointment under delegated powers |                                                                                                                                                                                                                         |                                                                                                                                     |

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