

Report of the Interim Director of Human Resources to the meeting of the Appointment Panel to be held on 8 December 2014

B

Subject:

- Appointment process to the position of permanent Chief Executive.

Summary statement:

1. The Appointment Panel is asked to consider, in accordance with the Council's Officer Employment Procedure Rules, applications received for the advertised position of permanent Chief Executive and either agree to assess and interview all qualified applicants for the post or select a short list of qualified applicants and assess and interview those included on the short list.

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**Portfolio: Leader of Council and Strategic
Regeneration
Overview & Scrutiny Area:
Corporate**



1. SUMMARY

- 1.1 In accordance with the Council's Constitution it is the function of Staffing Committee to recommend to Council the appointment of the Council's Chief Executive.
- 1.2 On 10 September 2014 Staffing Committee delegated the responsibility to appoint to the position of permanent Chief Executive, subject to Council approval, to an Appointment Panel.
- 1.3 On 5 November 2014 the Appointment Panel agreed that the vacancy should be advertised externally and also agreed all associated elements of the recruitment process.

2. BACKGROUND

- 2.1. At a meeting of the Appointment Panel on 8 October 2014, the Panel delegated to the Interim Director of Human Resources, in consultation with the Chair of the Panel, the responsibility to select a search and selection consultant to support the Council in recruiting to the position of permanent Chief Executive. Gatenby Sanderson was appointed as the search and selection consultant.
- 2.2 At the meeting of the Appointment Panel on 8 October 2014, the Panel also resolved that the post of permanent Chief Executive be filled at the salary stated in the Council's Pay Policy Statement for the financial year 2014/15. This Policy was approved at the meeting of Council held on 25 March 2014. A copy of the Council's Pay Policy Statement for 2014/15 is appended to this report as Appendix 1.
- 2.3 In accordance with the Council's Officer Employment Procedure Rules the Appointment Panel needs to consider the applications received for the post and either agree to assess and interview all qualified applicants for the post or select a short list of qualified applicants and assess and interview those included on the short list.

3. OTHER CONSIDERATIONS

- 3.1 The Interim Director of Human Resources, in consultation with the chair of the Appointment Panel has liaised directly with the search and selection consultant, stakeholder panel members and technical advisors, in order to manage the process effectively.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 In accordance with Section 4 of the Pay Policy Statement the post of Chief Executive is graded on a defined salary level of £178,476 and appointed pursuant to the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Executives as amended and supplemented by local agreements and decisions.



4.2 Other aspects of the remuneration are set out in Appendix A of the Pay Policy Statement (Appendix 1 of this Report).

4.3 As the post carries a salary level over £100k per annum Full Council must approve the salary package in line with paragraph 7 of the Council's Pay Policy 2014/2015.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

Governance issues are as detailed in this report.

6. LEGAL APPRAISAL

6.1 Section 112 of the Local Government Act 1972 allows the Council to appoint such Officers that it thinks necessary for the proper discharge by the Authority of its duties. Such officers shall hold office on such reasonable terms and conditions as the Council thinks fit.

6.2 Section 4 of the Local Government and Housing Act 1989 requires every relevant authority to designate one of its officers as head of the Council's paid service. Pursuant to Article 14 of the Council's constitution the Chief Executive is designated as head of the Council's paid service. The terms and conditions of employment of the Chief Executive include the statutory responsibilities of the head of the paid service.

6.3 Pursuant to the Local Authorities (Standing Orders) (England) Regulations 2001 the appointment of the officer designated as the head of the paid service must be approved by the Council. In accordance with paragraph 2.6 of the Council's Officer Employment Procedure Rules the Council must approve the appointment of the Chief Executive.

6.4 In accordance with the Council's published Pay Policy Statement 2014/15 required pursuant to the Localism Act 2011, full Council must approve any salary package of £100,000 pa or more before it is offered in respect of a new appointment.

7. OTHER IMPLICATIONS

None

7.1 EQUALITY & DIVERSITY

None

7.2 SUSTAINABILITY IMPLICATIONS

None



7.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

7.4 COMMUNITY SAFETY IMPLICATIONS

None

7.5 HUMAN RIGHTS ACT

None

7.6 TRADE UNION

The Trade Unions (Unison and GMB) have been informed of the intention to appoint to the position of permanent Chief Executive.

7.7 WARD IMPLICATIONS

None

8. NOT FOR PUBLICATION DOCUMENTS

The recruitment documentation to be considered by the Appointment Panel when short listing, assessing and interviewing for the post of permanent Chief Executive is Not for Publication on the grounds that it contains both confidential information and exempt information within Paragraphs 1 (Information relating to an individual) and 2 (information identifying an individual) of Schedule 12A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing the information.

9. RECOMMENDATIONS

- 9.1 That the Appointment Panel considers applications received and either agrees to assess and interview all qualified applicants for the post or selects a short list of qualified applicants and agrees to assess and interview those included on the short list.
- 9.2 That the Appointment Panel considers and agrees the final stage of the recruitment process including specific elements of the formal assessment and interview process including elements around timetabling and presentation/interview questions.

10. APPENDICES

Appendix 1: The Council's Pay Policy Statement 2014/15.

