

<b>Report To:</b>	<b>CHIEF OFFICERS' EMPLOYMENT COMMITTEE</b>	<b>Date:</b>	<b>13 JANUARY 2020</b>
<b>Heading:</b>	<b>ARRANGEMENTS AND TIMELINE FOR THE RECRUITMENT OF THE CHIEF EXECUTIVE</b>		
<b>Portfolio Holder:</b>	<b>LEADER</b>		
<b>Ward/s:</b>			
<b>Key Decision:</b>	<b>NO</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

### **Purpose of Report**

To inform the Committee of the process for the recruitment of a new Chief Executive and to agree the Job Description and Person Specification for the role, the salary range, recruitment specialist and timeline.

### **Recommendation(s)**

**In relation to the recruitment of a new Chief Executive/Head of Paid Service, the Committee is recommended:**

- 1 to agree the Job Description and Person Specification for the role of Chief Executive/Head of Paid Service;**
- 2 to agree the salary range for the role of Chief Executive/Head of Paid Service;**
- 3 to note the appointment of an executive recruitment consultancy Gatenby Sanderson, which will provide a specialist headhunting service;**
- 4 to agree to the timeline for recruitment and the recruitment methodology;**
- 5 to authorise HR and the Interim Chief Executive to commence the recruitment process.**

### **Reasons for Recommendation(s)**

The recommendations are to address the statutory requirement for a permanent Head of Paid Service.

### **Alternative Options Considered**

*(with reasons why not adopted)*

There are no alternative options in terms of a permanent recruitment process. Adjustments can be made by the Committee to the Job Description, Person Specification, salary and timeline. The Council is required to have a Head of Paid Service and there are therefore no other practical alternative options. An Interim Chief Executive is currently in place.

### **Detailed Information**

- 1 In accordance with the Constitution, the Chief Officers' Employment Committee is responsible for the appointment of Chief Officers and Statutory Officers. The Committee is required to:
  - a. decide whether to appoint a Chief Officer/Statutory Officer from an internal pool of candidates or by external advertisement;
  - b. approve a job description and person specification for the role;
  - c. agree the salary range;
  - d. interview shortlisted candidates in accordance with the Council's Recruitment and Selection Policy and the advice of an HR adviser;
  - e. recommend appointments.
- 2 At its meeting on 13 August 2019, the Committee decided to proceed with a permanent external appointment and to put in place an Interim Chief Executive, with a view to commencing permanent recruitment in the New Year 2020.
- 3 The Job Description and Person Specification for a Head of Paid Service is attached at Annex 1 and has been updated in the light of new corporate priorities and also behavioural competencies.
- 4 The salary range is proposed as £111,690 - £117,810. As agreed by the 13 August 2019 Committee, HR undertook benchmarking in the autumn of 2019 in conjunction with East Midlands Councils. This proposed salary range is in line with the salaries of the other Heads of Paid Service in the Nottinghamshire Districts. The terms and conditions of service for the post of Chief Executive are governed by the "Joint National Councils (JNC) for Chief Executives" and it has been the practice of the Authority for the JNC protocols to be applied to the Chief Executive's employment. The Council's employment policies are also applicable.
- 5 In November 2019, HR undertook a tender process for specialist headhunting services. Three market leaders in executive recruitment (Gatenby Sanderson, Penna and Tile Hill) were asked to provide quotations and all three submitted proposals. In the 13 August Committee meeting, the decision about the appointment was delegated to the Leader and Ruth Dennis. HR has provided support in undertaking a more detailed analysis of the 3 proposals and Gatenby Sanderson have been selected to provide expert advice to the Council and to promote the position to the wider job market. Detailed discussions will take place with them regarding the more detailed timeline and the content for the recruitment of a Head of Paid Service/Chief Executive.
- 6 Draft timeline is proposed to be as follows:
  - a. 13 January Approval by Chief Officers' Employment Committee (COEC);  
Briefing meetings to take place with Gatenby;
  - b. By end January Advertisement in the relevant publication(s);  
3 week search period;

- |                     |                                |
|---------------------|--------------------------------|
| c. By late February | Closing date for applications; |
| d. Early March      | Longlisting;                   |
| e. Mid-March        | Longlisting interviews         |
| f. By end March     | Final interviews (COEC);       |
| g. April/May        | Ratification by Full Council.  |

By way of further explanation; specialist skills which exist within HR mean that we do not require the full range of services to be provided by a Recruitment Agency. We require specialist headhunting skills and the direction of potentially suitable candidates to our microsite. HR staff also have skills in psychometric testing and it is proposed to use personality profiling and managerial judgement challenges as part of the final shortlisting process.

As part of the final interview process, it is proposed that an assessment centre approach is taken, whereby the candidates meet a panel of partners before being interviewed by the COEC. It is for the COEC to decide whether they require an informal social meeting before the final more formal interviews take place.

## **Implications**

### **Corporate Plan:**

The use of fair and transparent policies are central to the Corporate Plan

### **Legal:**

Section 4 of the Local Government and Housing Act 1989 requires the Council to appoint one of its officers as the Head of Paid Service.

### **Finance:**

The salary of the Chief Executive is included within the Revenue Budget for 2020/21 and beyond.

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
Longer timescale needed to recruit a suitable candidate.	Interim measures are in place.

A suitable candidate cannot be identified.

Interim measures are in place. As well as this, it is intended to appoint a specialist recruitment consultant to undertake headhunting so that suitable candidates can be approached and directed to a microsite.

**Human Resources:**

The process which will be utilised reflects a transparent and equitable approach to recruitment.

**Equalities:**

Recruitment will be open and transparent and will take place according to HR procedures.

**Other Implications:**

None.

**Reason(s) for Urgency**

Not applicable

**Reason(s) for Exemption**

Not applicable

**Background Papers**

*(if applicable)*

Job Description and Person Specification

**Report Author and Contact Officer**

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