

Report of	Meeting	Date
Chief Executive (Introduced by the Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 23 February 2022

## Recruitment of Chief Executive

Is this report confidential?	No
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Is this decision key?	Not applicable
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### Purpose of the Report

- To set out proposals for the recruitment of a new Chief Executive.

### Recommendations to Council

- That council approve the proposals for the recruitment for a new Chief Executive.

### Reasons for recommendations

- The recommendation is necessary to ensure continuity of delivery of the role Chief Executive/Head of Paid Service.

### Other options considered and rejected

- It was considered commencing an external recruitment process, however, this departs from council policy and it was not felt appropriate in the circumstances.

### Corporate priorities

- The report relates to the following corporate priorities:

<b>An exemplary council</b>	<b>Thriving communities</b>
<b>A fair local economy that works for everyone</b>	<b>Good homes, green spaces, healthy places</b>

## Background to the report

6. As part of the expansion of shared services, the councils agreed to share their Chief Executive post on a permanent basis. At that point, the existing postholder moved onto a fixed term contract that comes to an end on 31 December 2022, when he will retire.
5. This means that the Chief Executive post will become vacant. It is the intention of both Chorley Council and South Ribble Borough Council to continue their shared service relationship. Therefore, plans need to be put in place to recruit to the post and this report sets out proposals for that process and subsequent changes.
6. Our refreshed Policy states that all roles will be advertised internally (for a reasonable time) unless there is a business reason not to. All permanent, temporary, casual and agency staff will be eligible to apply for internal vacancies if they work for Chorley or South Ribble Councils, or their wholly owned companies. For information on recruitment as part of an organisational change process the Change policy should be consulted.

## Chief Executive Role and Salary

7. A new job description for the shared Chief Executive was created and approved in December 2020. It is proposed that this job description will continue to be used and it is attached as Appendix A.
8. The salary of the Chief Executive post is proposed to be set at £145,000, which is the salary agreed when the post was established. The costs of the post will be split 50:50 between the councils.

## Recruitment process

9. As a shared post, the Shared Services Appointment Panel will be responsible for undertaking the recruitment and making a recommendation to the full council meetings for an appointment. It is intended that in the first instance that the post will be advertised internally with external recruitment undertaken if an internal appointment is not made.
10. It is important that the recruitment process is robust, and that both councils are confident that an appropriate candidate who will be able to fulfil the role effectively is appointed. Set out below is a proposed process and timetable for the initial internal recruitment process.

<b>Advertise the post internally</b>  Applicants will be asked to apply for the role by submitting: <ul style="list-style-type: none"><li>• CV</li><li>• Supporting statement that sets out the candidate's experience and skills in leadership, partnership working and change management</li><li>• Supporting statement setting out the candidate's approach to supporting the councils to deliver their visions and services</li></ul>	28 February to 13 March
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<p><b>Shortlisting</b></p> <p>Review of the applications and shortlisting by the shared services appointment panel. Supported by an external advisor (such as North West Employers or other recruitment advisor)</p> <p>The panel will also agree the arrangements for the assessment centre, including the questions and assessment criteria.</p>	w/c 14 March
<p><b>Assessment centre</b></p> <p>The shared service appointments panel will agree the process for the assessment centre, but it will likely include:</p> <ul style="list-style-type: none"> <li>• One to one meetings with the Leaders</li> <li>• Staff panel</li> <li>• Partner panel</li> <li>• Presentation</li> <li>• Panel interview</li> </ul> <p>The process will be supported and advised by external advisors</p>	w/c 21 March
<p>If the appointments panel view that there is a suitable internal candidate, then they will make a <b>recommendation to full council meetings</b></p>	<p>19 April (Chorley Council)</p> <p>20 April (South Ribble Borough Council)</p>

11. The timescales set out above provide time for an external recruitment exercise to be undertaken if needed while still providing the opportunity for a planned transition to the new Chief Executive. Delaying the process will decrease the time available for handover and increase the risk that the council are not able to appoint a suitable candidate before the current Chief Executive's retirement.
12. If an appointment is made through the initial recruitment, a transition plan will be developed between the current and new postholders.
13. If an internal appointment is not made, the same process will be followed for an external recruitment, with the additional stage of advertising through greater.jobs and local government trade press such as The MJ and LGC.

#### **Climate change and air quality**

14. The work noted in this report does not impact the climate change and sustainability targets of the Council's Green Agenda and all environmental considerations are in place.

## **Equality and diversity**

15. The proposed recruitment will be in accordance with the two Council's policies. These policies were prepared to be complaint with equality and diversity legislation.

## **Risk**

16. The risks are contained in the body of the report. The proposal is to mitigate the risks presented by the impending departure of the current Chief Executive. The early commencement of this process will further mitigate the risk.

## **Comments of the Statutory Finance Officer**

17. The council's share of the salary costs of the post are already including in the budget.
18. The council's share of the recruitment costs will be managed within existing budgets; costs associated with an internal recruitment process are minimal, and will extend to an external advisor, whereas with external recruitment additional costs would be incurred in respect of advertising the post in the local government publications.

## **Comments of the Monitoring Officer**

19. As detailed in the report the proposal seeks to manage the transition in the role of Chief Executive on the retirement of the current post holder. The proposal is in accordance with council procedure and risk mitigations are appropriately addressed.

## **Background documents**

There are no background papers to this report.

## **Appendices**

### **Appendix A**

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