

COUNCIL MEETING – 23RD FEBRUARY 2017

AGENDA ITEM NO. 6 (7)

APPOINTMENT OF CHIEF EXECUTIVE

SUMMARY AND RECOMMENDATIONS:

The report sets out the process undertaken for the recruitment of the Council's new Chief Executive.

In accordance with the Constitution, the recommendation for appointment of a preferred candidate is made by the Licensing and General Purposes Committee to full Council.

It is recommended that the Council confirm the recommendation of the Licensing and General Purpose Committee that Paul Shackley be appointed as the Council's Chief Executive.

1. INTRODUCTION

- 1.1 This report sets out the recommendation of the Licensing and General Purposes Committee following the completion of the recruitment process for the Council's new Chief Executive

2. PROCESS

- 2.1 The Council's Chief Executive, Andrew Lloyd is leaving the Council at the end of February 2017. A recruitment process, supported by Solace in Business, concluded on 2nd February 2017.
- 2.2 The Selection process was agreed in a report to the Cabinet on 15th November 2016 and as set out in that report, a recruitment panel of four Members, comprising the Chair of Licensing and General Purposes Committee, The Leader of the Council, Portfolio Holder for Corporate Services and the Leader of the Labour Group has been managing the process.
- 2.3 A revised Job Description and Person Specification for the role of Chief Executive was agreed, including the statutory responsibilities of Head of Paid Service, the Borough's Electoral Registration Officer and Returning Officer. The post was advertised in The Guardian and The Municipal Journal, and in both cases the advert was accompanied by an editorial in the form of an interview with the Leader of the Council and the Chief Executive.

- 2.4 32 applications were received and these were considered and a long-list of 12 candidates was selected for a technical interview with a consultant from Solace in Business and a technical assessor who is an ex-local authority Chief Executive.
- 2.5 A confidential report was prepared after the technical interviews, which was considered and a short-list of five candidates was agreed, who were then invited to an Assessment Centre on 1 February 2017.
- 2.6 The five candidates participated in a range of exercises during the Assessment Centre, to assess their suitability for the role, as follows:
- A presentation, followed by a question and answer session with members of the Licensing and General Purposes Committee;
 - A presentation followed by a question and answer session with external partners;
 - A presentation followed by a question and answer session with a cross section of staff;
 - An Analysis Exercise which assessed candidates ability to analyse and assimilate a range of quantitative and qualitative information and present coherent recommendations;
 - A Fact Find Exercise to assess questioning skills, problem analysis, decisiveness, persuasive oral communication and resilience;
 - Informal discussion with the Wider Leadership Team;
 - Round table discussion with Cabinet Members;
 - Psychometric profiling conducted online, in advance of the Assessment Centre
- 2.7 The Panel met with the team of assessors from Solace at the end of the Assessment Centre and considered feedback about each candidate's performance across all the exercises detailed above. After careful consideration, it was agreed that three candidates would be invited back to attend a final interview with Members on 2nd February 2017.
- 2.8 The candidates were invited individually to give a presentation to an interview panel drawn from the Licensing and General Purposes Committee, plus the recruitment panel, on a topic previously unseen until shortly before the interview, which was then followed by a formal interview.
- 2.9 At the conclusion of this rigorous and detailed selection process, the Licensing and General Purposes Committee were recommended that Paul Shackley be agreed as Chief Executive Designate for recommendation to the Council. The Licensing and General Purpose Committee unanimously agreed this recommendation.

3 FINANCIAL IMPLICATIONS

- 3.1 The position of Chief Executive is an established post in the Council's staffing structure and is funded from within the existing staffing budget. The appointment is within the Chief Executive grade of the Council's existing pay structure and will be in accordance with the Pay Policy Statement.

4 LEGAL & PROCEDURAL ISSUES

- 4.1 In accordance with Section 4 of the Local Government and Housing Act 1989 and the Council's Constitution, the Chief Executive (Head of Paid Service) of the Council will be appointed by Full Council on recommendation from the Licensing and General Purpose Committee.

5 RECOMMENDATION

- 5.1 It is recommended that the Council confirms the recommendation of the Licensing and General Purposes Committee that Paul Shackley be appointed as the Council's Chief Executive.

A JACKMAN
CHAIRMAN OF THE LICENSING AND GENERAL
PURPOSES COMMITTEE