

**CABINET
15TH NOVEMBER 2016**

**CHIEF EXECUTIVE REPORT
REPORT NO. CEX1605**

APPOINTMENT OF CHIEF EXECUTIVE – NEXT STEPS

1. INTRODUCTION

- 1.1 The purpose of this report is to seek agreement to a process to enable a new Chief Executive to be appointed following the announcement of my resignation which takes effect at the end of February next year. Since my announcement, informal discussions have been held with the Leader and the Cabinet regarding the approach to recruiting a new Chief Executive.
- 1.2 The report explains the proposed arrangements for appointing a new Chief Executive for the Council and also seeks Cabinet approval for some consequential issues.

2. BACKGROUND

- 2.1 It is important that the Council retains a robust management structure to provide leadership, professionalism and expertise in order that it can meet its priorities whilst achieving financial sustainability. With this in mind, and taking account the ambition and commitment of the new Cabinet, informal discussions with the Leader and Cabinet have concluded that the role of Chief Executive, as Head of Paid Service should be replaced.

3. PROCESS FOR APPOINTMENT

- 3.1 Most Chief Executive appointments involve the use of specialists in the recruitment process, who have expertise in this type of appointment. Indeed, this was the approach used when I was appointed in 1996. Suitable organisations have been identified and a procurement process undertaken, with Solace in Business offering the best mix of experience, quality and price. Subject to this report being agreed, they will be formally appointed to support the Council throughout the recruitment process.
- 3.2 The recruitment process itself will involve a small panel of Members to work with the recruitment specialists. It is proposed that this should consist of four Members, being the Leader of the Council, the Cabinet Member for Corporate Services, Chairman of the Licensing and General Purposes Committee and the Leader of the Labour Group. The panel will be involved at each stage of the process. The Council's Constitution requires that the final interviews are carried out by the Licensing and General Purposes Committee together with the Leader of Council and Cabinet Member for Corporate Services. Full Council will confirm the appointment.

3.3 The appointment process and indicative timetable is as follows:

Week Commencing	Action
31 October	Appoint consultants
7 November	Member panel initial meeting with recruitment specialists to set brief
14 November	'Formal' confirmation of process and budget – Cabinet 15 November Recruitment specialists to work with Panel and Officers and prepare application pack/microsite
21(or 28) November	Advertise role & executive search Plan assessment centre (including engagement with Members, Partners and Staff)
9 January	Closing date & longlist meeting
16 January	Long list/Technical interviews
23 January	Shortlist meeting with member panel
30 January	Assessment centre & Final interviews with L&GP (plus Leader and Cllr Taylor) – Make offer
20 February	Confirmation by full Council (23 Feb)

4. INTERIM ARRANGEMENTS

4.1 There is likely to be a period following my retirement when there will not be a Chief Executive in post. For this period, I recommend that Ian Harrison, as Deputy Chief Executive, be authorised to fulfil the role. During these interim arrangements, there may need to be some other temporary changes within the senior management structure to ensure that the Council functions effectively and Mr Harrison would agree these in consultation with the Cabinet Member for Corporate Services.

5. FINANCIAL IMPLICATIONS

- 5.1 At this stage it is difficult to assess the exact costs of the recruitment process. The recruitment specialist fees are £13,250 plus VAT and the total costs are likely to be in the range of £20,000 - £25,000 depending on advertising arrangements and licensing costs for testing. A supplementary estimate for up to £25,000 in the current financial year is therefore requested, but it is anticipated that this cost is likely to be offset by vacancy savings made following my departure. These costs will be finalised with the Cabinet Member for Corporate Services.

6. RECOMMENDATIONS

The Cabinet is asked to confirm the arrangements for recruiting a new Chief Executive as set out in this report, including;

- (i) the appointment of the Member panel with the membership as set out in 3.2 above
- (ii) the agreement of a supplementary estimate of up to £25,000 to fund the recruitment process and to authorise a Corporate Director to agree the final costs in conjunction with the Cabinet Member for Corporate Services
- (iii) agreement to the interim arrangements proposed and to authorise Ian Harrison, as deputy Chief Executive in consultation with the Cabinet Member for Corporate Services, to make any consequential temporary changes to the senior management arrangements during this time;

Andrew Lloyd
Chief Executive

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