

Appointment of Chief Executive/Head of Paid Service

Date: 20 September 2024

Report of: Chief HR Officer

Report to: Employment Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report outlines the reasons for the recruitment to the post of Chief Executive/Head of Paid Service.

Recommendations

- a) Note the process for the recruitment of the post of Chief Executive/Head of Paid Service;
and
- b) Following the selection process, should an appropriate candidate be identified, make a recommendation to Full Council at its meeting of 13 November 2024 to appoint, subject to the associated notification processes, as set out within the Officer Employment Procedure Rules.

What is this report about?

- 1 This report outlines the reasons for the recruitment to the post of Chief Executive/Head of Paid Service.
- 2 Following the Chief Executive's announcement in May of his intention to leave later in the year, the Council commenced a process to recruit to the post of Chief Executive/Head of Paid Service. More recently the Chief Executive had confirmed that they will be leaving the Council 22 September 2024.
- 3 It is a requirement of the Constitution to have a Chief Executive/Head of Paid Service in place at all times. Running concurrently with the permanent recruitment process, interim arrangements have been put in place until a permanent successor has been appointed and able to commence in role.
- 4 Following a competitive procurement exercise, Penna were appointed as the external agency to support with the search and selection process. Penna have worked closely with senior leaders in the Council to understand the requirements of the role to enable an extensive search for potential candidates.
- 5 The role of Chief Executive/Head of Paid Service was advertised over the Summer period and closed on 6 September 2024.
- 6 The appointment of an interim or substantive Chief Executive is a Council (non-executive) Function. Part 3 Section 2A of the Constitution delegates the responsibility for making recommendations regarding the appointment of the Chief Executive to the Employment Committee.
- 7 An Employment Committee has been convened to interview all qualified applicants for the post.
- 8 Subject to the associated notification processes, as set out within the Officer Employment Procedure Rules, the Committee's recommendation will be considered at the Full Council meeting of Wednesday 13 November 2024.
- 9 The post holder is accountable to the Leader of Council.

What impact will this proposal have?

- 10 Recruiting to this post will ensure strategic leadership capacity and capability is maintained to deliver the priorities in line with the Best City Ambition and Organisational Plan and will ensure that the Council complies with its Constitutional obligations.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 11 Making this appointment will also ensure continuity of leadership to deliver the three pillars of the Best City Ambition.

What consultation and engagement has taken place?

Wards affected: None

Have ward members been consulted? Yes No

12 The proposals contained in this report have been agreed by the Leader and Executive Board Member for Resources. Trade union colleagues have also been updated on the proposal to recruit to this role on a permanent basis.

What are the resource implications?

13 The role is an established post and is within budget provision for 2024/25 therefore no additional costs will be incurred in making this appointment.

What are the key risks and how are they being managed?

14 There are no identified risks with the proposals set out in this report.

What are the legal implications?

15 This post is an Employment Committee recommendation in line with the criteria set out in the Officer Employment Procedure Rules and will be recruited to in accordance with those Procedure Rules. It is the decision of Full Council to formally approve the recommendation of the Employment Committee.

16 The Council's Access to Information Procedure Rules require that the public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted, or the nature of the proceedings that confidential information would be disclosed. As such, the personal information contained within appendix 2 to this report which identifies individuals in the form of application details, is designated as being confidential under the provisions of Access to Information Procedure Rule 9. Therefore, when the committee considers this information, the public must be excluded from the meeting.

Options, timescales and measuring success

What other options were considered?

17 It is a requirement to ensure that the Council employs a Chief Executive/Head of Paid Service at all times and that the mechanism to do so should be pursuant to the Constitution and Officer Employment Procedure Rules.

How will success be measured?

18 Success will be measured through the smooth and successful transition of officer leadership and a continuity of service and strategy delivery.

What is the timetable and who will be responsible for implementation?

19 The Recruitment and Selection process is being co-ordinated by the Chief Human Resources Officer and the timeline is as follows:

- Role was advertised over the summer period with a closing date of 6 September 2024
- Employment Committee will convene to consider a longlist of candidates on 20 September 2024
- Employment Committee will convene to consider a shortlist of candidates on 9 October 2024.
- Employment Committee final interviews have been scheduled for Thursday 24 October 2024.
- Recommendations will be considered by Full Council on Wednesday 13 November 2024.

Appendices

- Appendix 1 Job Description
- Appendix 2 Candidate Applications – designated as being confidential under the provisions of Access to Information Procedure Rule 9.

Background papers

- None