

# Appointment of Interim Chief Executive/Head of Paid Service

Date: 2 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 Interim Chief Executive/Head of Paid Service.

## Recommendations

- a) Note the process for the recruitment of the post of Interim 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 11 September 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 Interim 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.
- 3 Officer Employment Procedure Rules, Part 4(l) of the Constitution sets out the requirements for the recruitment and appointment of the Council's Chief Executive/Head of Paid Service. Pursuant to these requirements, it is expected that Council will be in a position to approve the recommended substantive candidate at its November 2024 meeting, with an incoming Chief Executive expected to commence between then and April 2025, subject to notice periods and other employment arrangements.
- 4 As part of our scenario planning we have considered the possibility of the current Chief Executive leaving slightly earlier than originally envisaged and/or before a permanent successor has been appointed and able to commence in role.
- 5 It is a requirement of the Constitution to have a Chief Executive/Head of Paid Service in place at all times. As such it is now necessary to appoint an Interim Chief Executive to cover, if necessary, the period between the current postholder's departure and the successor's commencement.
- 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 Pursuant to the regulations, the role of Interim Chief Executive has been advertised in such a way as is likely to bring it to the attention of persons who are qualified for it. This has deemed to be current Directors.
- 8 An Employment Committee will now be convened to interview all qualified applicants for the post.
- 9 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 11 September 2024.
- 10 The post holder is accountable to the Leader of Council.
- 11 The candidate information as part of this recruitment exercise will be detailed within Appendix 2 to the report and this will be designated as confidential under the provisions of paragraph 9.1 of the Access to Information Procedure Rules and exempt from publication. It is considered that this information will relate to an individuals personal and employment details.

## **What impact will this proposal have?**

- 12 Recruiting to this interim 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

13 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

14 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 interim role.

## What are the resource implications?

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

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

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

## What are the legal implications?

17 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.

## Options, timescales and measuring success

### What other options were considered?

18 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.

19 Seeking wider external interest for the interim role was carefully considered and rejected on the grounds that it risked compliance with the above obligation, and that candidates, save for existing Directors, would be unlikely to hold the appropriate knowledge, skills and experience to satisfactorily fulfil the interim role. The adopted approach was considered the best option at this stage to provide stability and continuity in the short to medium term. It is recognised that backfill

arrangements may be necessary to cover the role temporarily vacated by the appointed Director.

**How will success be measured?**

20 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?**

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

- Expressions of Interest were sought from the Director cohort with a closing date of Thursday 22 August 2024.
- Employment Committee Interviews have been scheduled for Monday 2 September 2024.
- Recommendations will be considered by Full Council on Wednesday 11 September 2024.

**Appendices**

- Appendix 1 Job Description
- Appendix 2 Candidates Expressions of Interest

**Background papers**

- None