

## RECRUITMENT OF CHIEF EXECUTIVE

### 1. INTRODUCTION

- 1.1 Dave Yates retires from his post as Chief Executive on 31<sup>st</sup> October 2015. This report outlines the processes that need to be followed to appoint a successor and seeks approval to the way forward.

### 2. DECISION TO APPOINT

- 2.1 The position of Chief Executive is a permanently established post and funding for a replacement on the same terms and conditions is therefore in place. The post also carries out the statutory functions of the Council's Head of the Paid Service, a role concerned with ensuring that the Council discharges its functions appropriately and has the staff to do so.

- 2.2 The current Chief Executive's pay is £122,370. A pay benchmarking exercise for District Chief Executives has been undertaken using National on-line 'Epaycheck' (99 in data set). The benchmarking information shows an average pay range of £105k-£112k for all district councils. For Hampshire district council Chief Executives, the average pay is £114k. Based on the benchmark data and the size of this authority, it is proposed that the salary set out below is offered, with progression through spinal column points CX1 to CX3, based on the achievement of clear organisational objectives to an excellent standard. These would be assessed by a member panel as proposed in the recommendation below, with spinal column points CX4 and CX5 available in exceptional circumstances:

| Spinal column points | Salary   |
|----------------------|----------|
| CX1                  | £104,721 |
| CX2                  | £107,960 |
| CX3                  | £111,299 |
|                      |          |
| CX4                  | £114,741 |
| CX5                  | £118,290 |

It is proposed that the Chief Executive continues to take on the role of Returning Officer. Returning Officers' allowances are subject to review by the General Purposes and Licensing Committee.

- 2.3 The following options are available to the Council:

Option A – Appoint a new Chief Executive on the terms and conditions agreed from within the existing officer structure, following an internal selection process.

Option B - Appoint a new Chief Executive on the terms and conditions agreed following an external selection process.

Option C – Do not appoint on a like-for-like basis and consider alternatives.

2.4 Members may wish to pursue Option A in the first instance. This reflects the Council's culture in developing staff and offering opportunities for career progression. This will also result in a timely appointment of a successor, with considerable savings on advertisement and external interview processes.

2.5 The Council will ultimately be responsible for approving the successor Chief Executive.

### **3. SELECTION PROCESS**

3.1 On the basis that Option A may be the preferred route, it is necessary to agree a selection process.

3.2 It is proposed that an Appointment Panel consisting of the Cabinet (the Leader and the Deputy Leader of the Council, together with the Portfolio Holders for Finance & Efficiency, Housing & Communities, Environment, and Health & Leisure) and the Opposition Group Leader, supported by the Head of Human Resources. This Panel will make a recommendation to the Council.

3.3 If it is decided not to appoint an existing officer, then the Council will pursue option B or C. A process for this already exists in the Council's Constitution. In those circumstances, the Council will likewise be asked ultimately to approve the successor.

### **4. EMPLOYEE SIDE COMMENTS**

4.1 UNISON has read and noted the contents of the report. We agree with the recommendation of Option A as the preferred selection process, as an internal candidate would understand the unique characteristics of the New Forest area and is likely to have already formed contacts and relationships with both internal and external clients.

4.2 It would also save the Council a significant amount in the costs which would be incurred if the post were to be advertised externally.

### **5. RECOMMENDATION**

5.1 That the Council agrees:

- (a) The new Chief Executive's pay as set out in paragraph 2.2;
- (b) Option A as the preferred selection process;
- (c) The composition of the Appointment Panel for Option A as proposed in paragraph 3.2;
- (d) That the new Chief Executive continues to take on the role of Returning Officer; and
- (e) That a member panel (comprising of the Leader of the Council, plus three other Portfolio Holders to be determined by the Leader) be authorised to review and make decisions on the pay progression of the Chief Executive.

#### **For further information please contact:**

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#### **Background Papers**

None