

COUNCIL – 21 JUNE 2021

RECRUITMENT OF CHIEF EXECUTIVE

1. RECOMMENDATIONS

1.1 That the Council agrees:-

- (a) The Chief Executive's pay band as set out at paragraph 3.2;
- (b) Option B as the preferred recruitment and selection process;
- (c) That the new Chief Executive continues to take on the role of Returning Officer;
- (d) That an Appointment Panel (comprising the Leader of the Council, Deputy Leader of the Council, Leader of the Opposition and a non-executive Member to be determined by the Leader of the Council) be authorised to undertake the selection process as set out in section 4 and in accordance with the Council's Constitution;
- (e) The Appointment Panel be delegated authority to appoint an Interim Chief Executive, if required;
- (f) The Appointment Panel be authorised to engage an external senior Local Government professional in an advisory capacity to the Panel; and
- (g) That the Panel will make a recommendation to full Council for the appointment to the position of Chief Executive.

2. INTRODUCTION

2.1 Bob Jackson has made the decision to retire from his post as Chief Executive on 15th August 2021. This report outlines the processes that need to be followed to appoint a successor and seeks approval to the way forward.

3. DECISION TO APPOINT

3.1 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.

3.2 The current Chief Executive's pay band is set out below. It is proposed that the salary set out 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	£115,911
CX2	£119,497
CX3	£123,192
CX4	£126,578
CX5	£130,928

These figures include a 1.5% pay award currently offered by the Employers Side from April this year. The national negotiations continue and therefore these figures are subject to change.

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.

3.3 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.

3.4 The Council will ultimately be responsible for approving the appointment of the successor Chief Executive.

4. SELECTION PROCESS

4.1 On the basis that a selection process will need to be undertaken it is necessary to agree what that process will be.

4.2 It is recommended that the Council selects option B from the list in 3.3 to ensure that it attracts the best candidates from the widest possible field and that it engages the services of an Executive Search Agency.

4.3 The Executive Search Agency would be asked to assist with the initial recruitment and selection stages. It is important that due regard is taken of all the employment legislation surrounding recruitment including equal opportunities legislation.

4.4 It is anticipated that the Executive Search Agency will assist in the initial shortlisting and will provide the panel with the final 4 to 6 applicants recommended for interview.

4.5 It is proposed that an Appointment Panel consisting of the Leader of the Council, the Deputy Leader of the Council, the Leader of the Opposition and a non-executive Member to be determined by the Leader of the Council, will be convened. The Panel may engage an external senior Local Government professional in an advisory capacity. The Panel will be supported by the Service Manager – Human Resources. The Panel will make a recommendation to the Council.

5. EQUALITY AND DIVERSITY IMPLICATIONS

- 5.1 As noted in 4.2 above, external recruitment will ensure that the Council attracts candidates from the widest possible field.
- 5.2 The use of an Executive Search Agency will ensure that all equality legislation is fully adhered to as these agencies follow strict codes of practice in this regard.

6. FINANCIAL IMPLICATIONS

- 6.1 There will be a cost attached to using an Executive Search agency, however this cost will be met within existing budgets.

For further information please contact:-

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