

Recruitment Process for Chief Executive

Council

Date: 19th April 2018

Author:	Leader of the Council and Director of Human Resources & Organisational Development
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report seeks agreement for the Director of Human Resources & Organisational Development to begin the process for the recruitment of a new Chief Executive for the Council and to appoint an interim Head of Paid Service until the new appointee takes up the post.
- 1.2 This report is necessary following the retirement of John Gilbert in June 2018.
- 1.3 The role of Chief Executive is fundamental to ensuring the successful delivery of the Vision for Swindon and the corporate priorities and pledges as well as delivering the shared ambitions of the One Swindon board. It is a statutory requirement for the Council to appoint an officer as Head of Paid Service.

2. Recommendations

The Committee is recommended to:

- 2.1 Agree to continue with the post of Chief Executive following the departure of Mr John Gilbert.
- 2.2 Authorise the Director of Human Resources & Organisational Development to begin the process of recruiting a new Chief Executive for the Council and to make the necessary arrangements required for the successful appointment to that post.
- 2.3 Authorise the Director of Human Resources & Organisational Development, in consultation with the Leader of the Council and the other Group Leaders, to agree the salary of a new Chief Executive within current budgetary provision made for Chief Officers.
- 2.4 Agree the role description and person specification for the post of Chief Executive as proposed at Appendix A.
- 2.5 Authorise the Leader of the Council, in consultation with the other Political Group Leaders on the Council, to appoint an interim Head of Paid Service, from the current members of Corporate Board, to act in that capacity in the period between the current Chief Executive leaving and the successor Chief Executive beginning in post.

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3. Requirement for the role

- 3.1 The Council has entered a period of extensive change and there are significant challenges and opportunities ahead. Furthermore, given the funding issues facing the Council, it is suggested that there is a requirement for a Chief Executive to lead the administrative side of the authority in its development of alternative service delivery options, the delivery of the Council's devolution and regeneration ambitions and the integration of health and social care functions.
- 3.2 The Leader of the Council has requested that the role of Chief Executive should be filled in order to ensure the fulfilment of the Vision, Priorities and Pledges which were agreed by Council on 24th September 2015.
- 3.3 To ensure that there is continuity of leadership for the Council's staff, and in particular, to ensure that there is a designated Head of Paid Service, it is proposed to appoint an interim Head of Paid Service from existing members of Corporate Board. The interim post-holder will assume duties on the present Chief Executive's departure until such time as the new Chief Executive begins their permanent post.

Suggested recruitment process

- 3.4 A sub-committee of the Appointments Committee will be convened to carry out the recruitment process as per the Council's constitution. The full Council will then subsequently be requested to approve the appointment of the new Chief Executive as Head of Paid Service.
- 3.5 A proposed job description and person specification for the post has been developed and this is attached at Appendix A.

4. Alternative Options

- 4.1 The Council could determine to adopt a Non-Chief Executive led model. Alternative options to the replacement of a Chief Executive have been considered, however, given the breadth and scale of the leadership required to deliver the Council's medium-long term programme of work, a Chief Executive-led model is considered preferable.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 It is anticipated that the pay package of the new Chief Executive will be contained within current budgets. The pay arrangements for all Council staff including the Chief Executive are required to be published in the annual Pay Policy Statement.

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- 5.2 There may be additional costs incurred in the acting up allowance of the interim Chief Executive and any required back filling of the interim Chief Executive's current responsibilities.

Legal and Human Rights Implications

- 5.3 Legal and Human Rights implications have been taken into account in preparing this report. It is considered that the report's recommendations are consistent with Convention Rights.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.4 None were identified in the preparation of this report.

Diversity Impact Assessment

- 5.5 No Diversity Impact Assessment (DIA) has been undertaken as the recruitment process itself will conform to current legislation and best practices concerning equality.

Risk Management

- 5.6 There is a considerable risk to the operation of the Council and its reputation if a Head of Paid Service is not appointed in a timely fashion.

6. Consultees

- 6.1 The Director of Finance (Section 151 Officer) and the Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 Appendix A – Proposed Job description and person specification.