

<b>REPORT TO:</b>	<b>COUNCIL</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>19 JANUARY 2023</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>CHIEF EXECUTIVE</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>FRANK MCARDLE ext. 5700</b> <a href="mailto:Frank.mcardle@southderbyshire.gov.uk">Frank.mcardle@southderbyshire.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>APPOINTMENT OF A RECRUITMENT AND SELECTION PANEL</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: FM05</b>

## **1.0 Recommendations**

- 1.1 That the appointment and recruitment into the post of Chief Executive and Head of Paid Service (SM01) is delegated to a panel of five (5) Members from the Finance and Management Committee along with the Chair or Vice Chairs of the employing Committees namely Finance and Management, Environmental and Development Services and Housing and Community Services in accordance with the Appointment Procedure for the Chief Executive and Directors.
- 1.2 That the Committee confirms nominations for the Panel that reflects the current political balance of the Council.
- 1.3 Final arrangements regarding the recruitment and selection procedure to be followed including timescales, along with determining the selection process for the final appointment, will be agreed between the Chief Executive and Elected Members of the Panel.
- 1.4 That the Chief Executive appoints an external recruitment partner to support the recruitment process in line with the Council's Financial Procedures rules.

## **2.0 Purpose of the Report**

- 2.1 To appoint a Recruitment and Selection Panel to complete the recruitment in to the post of Chief Executive and Head of Paid Service (SM01).
- 2.2 That the recruitment is completed in accordance with the Appointment Procedure for the Chief Executive and Directors.
- 2.3 To propose the appointment of an external partner to support the recruitment process subject to the requirements of the Council's Financial Procedure rules being met.

### **3.0 Detail**

#### **Review of existing structure**

- 3.1 The current postholder in the post of Chief Executive and Head of Paid Service (SM01) has submitted his resignation and will retire with effect from 31 March 2023.
- 3.2 The Chief Executive has obtained independent advice from the Local Government Association to complete a review of the existing Leadership Team structure that has been in place from 1 December 2017 along with the revised Head of Service structure implemented from 1 April 2019. As reported to Council on 3 November 2022, it is considered that the existing arrangements provide the Council with the appropriate levels of resources and resilience to lead the delivery of high performing and customer focused services for the District.
- 3.3 A key consideration made on the effectiveness of the current arrangements was the work completed over the past two years to respond to the national, regional and local requirements arising from the pandemic. Throughout this period, the response from the Council was positive and at times at the forefront of the different arrangements that had to be put in place quickly and safely which has enhanced the Council's reputation within the District and wider whilst sustaining high levels of service for residents and customers.
- 3.4 It is now time to build on this position and to continue the excellent stewardship, leadership and direction provided by the current Chief Executive over the past 23 years. Completing this appointment in a timely and robust manner, with the support of the current Chief Executive, will place the Council in the best possible position to retain the reputation of South Derbyshire as a high performing, customer and business focused organisation that is open for business.
- 3.5 The Chief Executive has also completed a high level review of the remuneration terms currently being offered for the post and it is considered that they are within the current rates being paid in comparable Councils. However, the last formal independent review of the salary for the Chief Executive and Head of Paid Service (SM01) was completed in May 2013. Council should consider if it is now appropriate to complete a further review with the support of the Local Government Association.

#### **Appointment of a Recruitment and Selection Panel**

- 3.6 As this is a senior appointment at the Council it will require this Committee to appoint a Panel of Elected Members to complete the recruitment in line with the Appointment Procedure for Chief Executive and Directors. This Panel should consist of five members chosen from Finance and Management Committee along with the Chair or Vice Chairs of the employing Committees namely Finance and Management, Environmental and Development Services and Housing and Community Services.
- 3.7 Once appointed, this Panel will then have delegated authority from Council to:
  - Complete the appointment into the post of Chief Executive and Head of Paid Service (SM01)

- Agree the recruitment and selection procedure, including the use of selection criteria, the final shortlisting of candidates and assessment methods.

3.8 In line with the Appointment Procedure for Chief Executive and Directors Council is required to approve the following;

- To fill the vacant post
- To agree that an external recruitment process is commenced
- To agree that the Panel will meet and determine;
  - The final shortlisting of candidates
  - The arrangements for the formal panel interview and method of assessment
  - Procedure for making an appointment
  - Agreeing the convention for making an appointment. This would normally be a majority vote of the members of the Panel. Officers attend in an advisory capacity only

3.9 When appointing in to the post of Chief Executive and Head of Paid Service (SM01), all Elected Members of the Council will be informed when the final shortlisting of candidates has been completed and provided with an opportunity to view their applications.

3.10 Before any appointment is confirmed, the Chief Executive will notify all Members of Council of the decision taken. Elected Members will be given a maximum of three (3) working days in which to raise any objections to the decision taken.

### **Support for the recruitment process**

3.11 To support the recruitment in to the post of Chief Executive and Head of Paid Service (SM01), it is proposed that an external partner is appointed, subject to meeting the requirements of the Council's Financial Procedure rules.

3.12 Proposals have been sought from three companies to provide this support and the Chief Executive will review and appoint a partner to support the Council with this appointment.

3.13 The appointed partner will also support the Council with the recruitment in to the post of Strategic Director (Corporate Resources) (SM02).

### **4.0 Financial Implications**

4.1 There is no proposed changes to the grade for the post of Chief Executive and Head of Paid Service (SM01) so the salary budget is unaffected.

4.2 The cost of appointing an external recruitment partner is estimated to be around £25,000 and subject to the support that is required by the Council. This can be met from existing budgets including salary savings from the vacant post.

### **5.0 Corporate Implications**

#### **Employment Implications**

- 5.1 There are no changes proposed to the existing terms and conditions of employment and duties of the post.
- 5.2 The recruitment is to be completed in line with the Appointment Procedure for Chief Executive and Directors which will provide a robust framework for the appointment to be completed in a fair and transparent manner.

### **Legal Implications**

- 5.3 None directly arising from the report.

### **Corporate Plan Implications**

- 5.4 This is the key Officer appointment for the Council and will be accountable for the delivery of the Council services that make South Derbyshire a 'great place to live, visit and invest' through the delivery of the Corporate Plan. In particular the Chief Executive and Head of Paid Service is accountable for;
- Being the lead officer for the provision of advice to Elected Members and to ensure that their strategic policy objectives are identified and achieved as effectively and economically as possible and, within the legal framework available to the Council
  - Acting as a role model to lead, motivate and inspire the organisation.
  - Effectively managing the Council's resources to achieve the highest possible performance to deliver the Council's objectives for the local community and stakeholders.
  - Building strong, visible and collaborative leadership between Elected Members, senior officers and partners which builds a supportive and positive culture, inspires people to achieve, encourages new ways of working and supports the delivery of strategic objectives.
  - Ensuring the needs of residents and service users inform the vision and strategies of the Council.
  - Carrying out the statutory role of Head of Paid Service.

### **Risk Impact**

- 5.5 None directly arising from the report.

### **6.0 Community Impact**

#### **Consultation**

- 6.1 None directly arising from the report.

#### **Equality and Diversity Impact**

- 6.2 None directly arising from the report.

#### **Social Value Impact**

- 6.3 None directly arising from the report.

## **Environmental Sustainability**

6.4 None directly arising from the report.

### **7.0 Background Papers**

Appointment Procedure for the Chief Executive and Directors