

RECRUITMENT OF THE CHIEF EXECUTIVE (HEAD OF PAID SERVICE)

Report of the Assistant Director of Human Resources

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1. Purpose of report

- 1.1 To update Council on the recruitment process for the post of Chief Executive (Head of Paid Service).

2. Background and Summary

- 2.1 Following notice of the intention of the Chief Executive, John Wood, to retire by 31 March 2019 the Employment Committee met on 7 June 2018 to consider the approach to the recruitment to the post of Chief Executive (Head of Paid Service). At that meeting the Committee:

- (a) Noted the intention of the existing Chief Executive, John Wood, to retire by 31 March 2019;*
- (b) Delegated authority to the Assistant Director of Human Resources in consultation with the Leader of the Council to agree the actual retirement date with the Chief Executive;*
- (c) Agreed to the recruitment to the post of Chief Executive (Head of Paid Service);*
- (d) Delegated authority to the Assistant Director of Human Resources in consultation with the Leader of the Council to commence a recruitment campaign for the post of Chief Executive (Head of Paid Service) including engaging an Executive Search Company;*
- (e) Agreed that the post of Chief Executive will be advertised at a salary as “attractive”; and*
- (f) Agreed the draft job pack which includes the job description and person specification for the position as attached to the Part 2 Report and authorised the Assistant Director of Human Resources in consultation with the Leader of the Council to make such amendments as are appropriate.*

- 2.2 The Council's Constitution provides that the appointment of the Chief Executive is delegated to the Employment Committee and the appointment of the Head of Paid Service must be approved by Full Council before an offer of appointment is made to that person. The recruitment must be undertaken in accordance with the Officer Employment Procedure Rules set out in Annex 14 of the Constitution.
- 2.3 Since the Employment Committee meeting on 7 June an Executive Search Company has been appointed to assist the Council to identify suitable candidates to apply for the role and to manage appropriate aspects of the recruitment process. It is anticipated that the shortlisting and interview process by Employment Committee will take place between the period between late August to mid-October.
- 2.4 As mentioned in paragraph 2.2 Full Council needs to agree the appointment of the officer designated as Head of Paid Service prior to an offer of appointment being made to that person. The timing of the recruitment process may not fit in with the published programme of meetings for Council and so an extraordinary meeting of Council may need to be called for this purpose. On the current recruitment timetable it is anticipated that an Extraordinary Meeting of Full Council to agree the appointment will need to be held in either September or October. Provisional dates for full Council to meet have been identified as Thursday 13 September or Thursday 25 October (nb only one of these dates would be required).

3. Recommendation

That Council notes the contents of this Report and the provisional dates for an Extraordinary Meeting mentioned in paragraph 2.4.

4. Financial Implications

- 4.1 None arising from this Report.

Background Information

None