

	<h2>General Functions Committee</h2> <h3>6 December 2016</h3>
<p style="text-align: right;">Title</p>	<p>Recruitment of the Chief Executive and Head of Paid Service</p>
<p style="text-align: right;">Report of</p>	<p>Graeme Lennon, Strategic HR Director</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix 1 - Chief Executive and Head of Paid Service job description Appendix 2 - Overview of role and requirements</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Graeme Lennon, 020 8359 5080, Graeme.Lennon@Barnet.gov.uk</p>

Summary

The Chief Executive's post has been covered on an interim basis since May 2016 and it is proposed that arrangements are put in place to fill the post on a permanent basis.

This report provides an update and makes recommendations to the General Functions Committee to proceed with external recruitment for the Chief Executive's position; this will involve setting up a meeting of the Chief Officers Appointment panel.

Recommendations

That the General Functions Committee:

- 1. Agree the approach and timetable for the recruitment and selection of a Chief Executive and Head of Paid Service as detailed in paragraph 1.6 and Appendix 1**
- 2. Agree to the advertising of, and recruitment to, the Chief Executive's post.**
- 3. Decide on (and report back to Council) the salary package for the Chief Executive as this is in excess of £100,000 per annum (in accordance with section (e) of the General Functions Committee Terms of Reference)**
- 4. To set the parameters for the remuneration of Chief Executive on recruitment (in accordance with section g. of the General Functions Committee Terms of Reference)**

5. Should an internal appointment be made to the Chief Executive and Head of Paid Service, agree to the advertising of, and recruitment to, any subsequent vacant posts which arise as a result of the appointment above Assistant Director Level.

1. WHY THIS REPORT IS NEEDED

- 1.1 The Chief Executive and Head of Paid Service post is currently vacant.
- 1.2 Full Council on 24 May 2016 approved that Mr John Hooton, Chief Operating Officer, should act up to the role of Chief Executive with effect from 24 May 2016 until a permanent appointee commenced employment.
- 1.3 Section 2.1 of the HR Regulations requires General Functions Committee approval to advertise and recruit to any vacant post above Assistant Director Level.
- 1.4 In accordance with section (e) of the General Functions Committee Terms of Reference the Committee is responsible for deciding on (and report back to Council) salary packages over £100K per annum.
- 1.5 In accordance with section g. of the General Functions Committee Terms of Reference the Committee is responsible for setting the parameters for the remuneration of Chief Officers on recruitment
- 1.6 The Chief Officers Appointment Panel is responsible for the appointment of chief officers of the Council. The Chief Executive role is a statutory officer of the council and the appointment must be made by this Panel subject to approval by full Council. The suggested recruitment timetable is outlined below:

Activity	Date
Advert Go-Live	Tuesday 20 th December
Closing date and initial evaluation of applications	Tuesday 3 rd January
Shortlisting meeting with the Chief Officer Appointments Panel	Week Commencing 9 th January 2017
Interview and Assessment by the Chief Officer Appointments Panel	Week Commencing 16 th January 2017
Full Council Ratification	Tuesday 31 st January 2017

2. REASONS FOR RECOMMENDATIONS

- 2.1 To seek direction from the General Functions Committee as to their preferred approach to the recruitment of the Chief Executive position, to attract high quality candidates and determine the appointment process.
- 2.2 The Committee are being asked to agree the role profile and duties for which we will attract candidates for their consideration as well as the salary range for the post.
- 2.3 The Committee are also being asked to express their views as to how they would like to recruit potential candidates including the approach to attracting high quality candidates and testing their suitability for the role.
- 2.4 The Committee are being asked to agree the salary range for the post which is currently at the median salary range for Chief Executives at £177,613 - £187,613.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Council had considered inviting internal applications from potentially suitable candidates. This has not been recommended to allow the Chief Officers Appointment Panel the opportunity to review a wider range of candidates for these key roles. This does not prevent internal candidates applying for the roles.
- 3.2 Officers have considered using Executive recruitment suppliers but we have not recommended this course as we feel our internal recruitment resources have the knowledge of the market and this is preferable to a large-scale attraction campaign.

4. POST DECISION IMPLEMENTATION

- 4.1 Subject to the decisions of the Committee, the Strategic HR Director will make the necessary arrangement for the post to be advertised in line with the Council's Financial Regulations.
- 4.2 A Future meeting of the Chief Officer Appointments Panel will be put in place for the review of candidates and the interviews and appointment of the suitable candidates.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

This is a key position in the council's organisational structure. The Council believes that the added benefit to the Council of having a motivated senior management team will increase productivity and lower staff turnover, which would reduce recruitment costs.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability).

The appointments are within the revenue budgets approved within the establishment of the Council and in line with the structure approved by the General Functions Committee on 29th June 2016.

5.3 Social Value

Not applicable

5.4 Legal and Constitutional References

5.4.1 In accordance with section 15 of the Constitution, Responsibility for Functions, the Chief Officer Appointments Panel deals with Chief Officer Appointments, disciplinary and capability matters.

5.4.2 Under section 7 Local Government and Housing Act 1989 all appointments to a local authority paid office shall be made on merit.

5.4.3 Council Constitution, Responsibility for Functions, Annex A – details the responsibilities of the General Functions Committee which state that “In accordance with supplementary guidance issued by the Department for Communities & Local Government in 2012 and February 2013 Council be given the opportunity to vote on Chief Officer salary packages, of salary packages of £100,000 or more and any severance packages at or above £100,000 and in instances where Council has delegated these functions to the General Functions Committee, then the General Functions Committee will decide on and report back to Council on:

- Chief Officer salary packages; and
- Salary packages to be offered of £100,000 or more

5.5 Risk Management

5.5.1 The Interim Chief Executive and Chief Operating Officer (John Hooton) will retain the designation as Interim Chief Executive until the Chief Executive is appointed and starts in post. This retains a senior officer of the Council as the Head of Paid Service.

5.5 Equalities and Diversity

5.6.1 The Council has in place policies to ensure fair treatment and opportunity in our appointments to all roles within the Council. Prior to the selection of candidates, the Chief Officer Appointments Panel will receive a briefing on these policies and approach to fair and equal requirement.

5.6.2 For candidates with a disability, reasonable adjustments will be put in place to support their application and demonstrate their capabilities where they may be potentially disadvantaged as a result of any of the selection processes. This will be determined by the Director of Human Resources.

5.7 Consultation and Engagement

5.7.1 No further consultation is required for these proposals.

5.7.2 It is good practise to include senior stakeholders in the process of selection where appropriate. This will be considered as part of the overall selection and assessment centre. Not applicable

5.8 **Insight**
Not applicable

6. BACKGROUND PAPERS

6.1 Role Profile & duties – Attached Appendix 1.

