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| Meeting | Remuneration Committee |
| Date | 2 July 2013 |
| Subject | Chief Executive and Head of Paid Service Appointment |
| Report of | The Leader of the Council |
| Summary | To make the appointment to the post of Chief Executive and Head of Paid Service. . |

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| Officer Contributors | Jacque McGeachie – Human Resources |
| Status (public or exempt) | Public (appointment panel will be exempt) |
| Wards Affected | None |
| Key Decision | Remuneration Committee |
| Reason for urgency / exemption from call-in | None |
| Function of | Council |
| Enclosures | None |
| Contact for Further Information: | Jacque McGeachie – Human Resources 020 8359 7952 |

1. RECOMMENDATIONS

- 1.1 **That the Committee interview the candidate(s) for the post of Chief Executive and Head of Paid Service and, if appropriate, make an appointment.**
- 1.2 **That the appointment made by the Committee will be subject to the clearance of satisfactory employment checks.**
- 1.3 **That under Article 4.02 of the Council's Constitution, the appointment is submitted to full Council for confirmation.**

2 RELEVANT PREVIOUS DECISIONS

- 2.1 General Function Committee 28 June 2012 Decision No 8 resolved that the proposed new employment contract and terms and conditions of employment for those senior posts which are part of the Council re-organisation be agreed.
- 2.2 Remuneration Committee 24 October 2012 Decision No. 3 resolved:-
 - 2.2.1 That in accordance with the Localism Act 2012, the Committee voted and agreed that the pay range for the post of Chief Executive be set at £177,613 to £187,613 (excluding on costs);
 - 2.2.2 That where a market supplement is required up to Market Median and there is clear market evidence to support this then this will be a matter for the Leader of the Council in consultation with members of the Remuneration Committee.
- 2.3 Remuneration Committee 24 October 2012 Decision No 5 noted that Mr Andrew Travers be appointed as the interim Chief Executive and interim Head of Paid Service with effect from 3 December 2012.
- 2.4 Council meeting on the 6 November 2012 Decision No 21 resolved that the appointment of Mr Andrew Travers as Interim Head of Paid Service be confirmed, with effect from 3 December 2012.
- 2.5 Remuneration Committee 19 March 2013 Decision No 6 resolved that the Committee agreed the approach and timetable for the recruitment and selection of the Chief Executive and Head of Paid Service.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The role profile and the selection process reflect the skills, knowledge and experience required to deliver the Council's priorities and strategic plans, including but not exhaustive; the Corporate Plan, the Medium Term Financial Strategy, the Growth Strategy, Health and Wellbeing Strategy and Children and Young Peoples Plan.

- 3.2 The Council's Recruitment and Selection Policy does not include the Chief Executive and Head of Paid Service post. However, the process has been designed to be fair and transparent and will not fetter any opportunities under the Council's Equalities Policy.

4 RISK MANAGEMENT ISSUES

- 4.1 The recruitment and selection process aims to secure the appointment of appropriate calibre to a post that is critical to the achievement of the Council's aims, values and priorities at the highest corporate level.

5 EQUALITIES AND DIVERSITY ISSUES

- 5.1 This process is governed by statutory requirements on equality in recruitment and by the Council's own internal policies.
- 5.2 Attention was paid to the design of the attraction and selection process to ensure that it is fair to all candidates and as diversity friendly as possible. The assessment of candidates involved several people in the evaluation process, all of which have been briefed on the selection criteria by qualified assessors. A variety of exercises have been used so candidates had more than one opportunity to perform at their best and assessment was against a standardised and consistent set of measures.

6 USE OF RESOURCES IMPLICATONS (Finance, procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 The Remuneration Committee agreed the pay range for the Chief Executive and Head of Paid Service role at the 24 October 2012 meeting, which represented a saving at the top of the pay range of £18,000 including on costs. The salary for the post is funded within the Commissioning Group budget.

7 LEGAL ISSUES

- 7.1 The appointment should be made on merit following appropriate interviewing process.
- 7.2 The recommendation at 1.1.of the report is subject to ratification by Council, as is the pay of the Chief Executive and Head of Paid Service.

8 CONSITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 The Remuneration Committee's terms of reference are noted in the Council's Constitution – Responsibility for Functions.
- 8.2 The appointments are covered by the officer employment rules in the Council's Constitution. These require the declaration by candidates of family relationships with councillors and officers of the Council, and forbid canvassing of members by candidates and soliciting by members on behalf of candidates.

9 BACKGROUND INFORMATION

- 9.1 Following the resignation of the Chief Executive and Head of Paid Service the Remuneration Committee on the 24 October 2012 agreed to an interim arrangement for this post whilst consideration was given to the recruitment and selection of a permanent Chief Executive and Head of Paid Service.
- 9.2 The Council has taken the opportunity to redesign the Chief Executive and Head of Paid Service role. The Leader invited Councillor Moore, Leader of the Labour Group and Councillor Cohen, Leader of the Liberal Democrats Group, to participate in the review of the role including what skills, knowledge and experience they would like to see from future candidates applying to the post.
- 9.3 The pay scale for the Chief Executive and Head of Paid Service was agreed by the Remuneration Committee on the 24 October 2012 and confirmed by Council on the 5 March 2013 as part of approving the Pay Policy Statement for the Council.
- 9.4 The Chief Executive and Head of Paid Service post will be subject to a personal contract which is the same as other senior posts in the Council.
- 9.5 The recruitment and selection process was designed as a fair, inclusive and transparent process, using a number of best practice attraction and selection methods to provide good choice of quality candidates and a rigorous process to support the final appointment.
- 9.6 Following the post being advertised from the 6 May through to the 20 May the Remuneration Committee met on the 3 June as an appointment panel to agree the candidate long-list. At the time of writing the report a further meeting is scheduled for the panel on the 25 June to agree the candidate short-list. Short-listed candidates will be assessed on the 1st and 2nd July, with the latter date being the formal appointment panel of the Remuneration Committee.
- 9.7 The Chief Executive is designated by Article 11 of the Council's Constitution as Head of Paid Service, and Article 4, section 4.02(h) of the Constitution requires that full Council must confirm the appointment to this position.

10. LIST OF BACKGROUND PAPERS

- 10.1 None.

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| Cleared by Finance (Officer's initials) | JH |
| Cleared by Legal (Officer's initials) | LC |