

To: **Council**
24 February 2022

Recruitment of Chief Executive Officer
Executive Director: Resources

1 Purpose of Report

- 1.1 The purpose of this report is to advise councillors of the arrangements to recruit a permanent Chief Executive to provide management direction in the delivery of the Council's strategy and fulfil the statutory position of Head of Paid Service.

2 Recommendations

- 2.1 **To note the process by which a new Chief Executive is to be recruited, as set out in paragraphs of this report**
- 2.2 **To agree that an Advisory Appointment Committee be appointed to support the Council in this appointment process as set out in paragraphs 5.2 to 5.4**

3 Reasons for Recommendations

- 3.1 To advise the Council of the process to be followed to recruit a new Chief Executive and to seek agreement to the establishment of an Advisory Appointment Committee to support the process

4 Alternative Options Considered

- 4.1 The appointment of the Advisory Appointment Committee is required to fulfil the Officer Employment Procedure rules. Failure to do so will prevent the Council from proceeding with this recruitment.

5 Supporting Information

- 5.1 The Chief Executive has announced his intention to retire from the Council in September after 19 years in the position. Discussions have already taken place with Councillors covering the options available for fulfilling the role and the decision has been made to seek a direct replacement for Chief Executive.
- 5.2 By law the decision to appoint a new Chief Executive is reserved to full Council. This legal requirement is reflected in the Council's Constitution. The Officer Employment Procedure Rules state that the Council's Appointment Committee will assist the Council in this recruitment process if so requested by the Council. Though the final decision is for full Council, if it does not request the Appointment Committee to carry out this function, then the Council needs to put in place other practical arrangements to assist it in relation to this appointment.
- 5.3 Members may now wish to consider appointing an Advisory Appointment Committee of 6 Councillors to assist in this process to include the following Members:
- Leader of the Council

- Chair of Employment Committee
- Vice Chair of Employment Committee
- Executive Member for Children, Young People & Learning
- Executive Member for Adult Services, Health and Housing
- Leader of the Labour Group

- 5.4 The proposed terms of reference for the Advisory Appointment Committee would be to shortlist and interview candidates for the post of Chief Executive and, with professional support from the external advisors and the Assistant Director: HR and Organisational Development, to report to full Council with a recommendation concerning the appointment of a new Chief Executive.
- 5.5 The Councils commitment to fairness and equality will be followed to ensure that every effort is made in the recruitment process to allow for a broad range of appropriately qualified candidates, representing the diverse background of our Borough.
- 5.6 Given the importance of the position to the Council, it is proposed that a recruitment agency will be used to identify high calibre candidates. Adverts would be placed very soon after Council approval is obtained to proceed, with a closing date in March 2022, providing sufficient time to attract quality applications from a wide field of candidates.
- 5.7 It is proposed that the agency submit a long list of candidates to the Appointment Committee who would prepare a shortlist of their preferred candidates, with assistance from the agency and Assistant Director: HR and Organisational Development. It is envisaged that the shortlisting process will be completed by the end of March 2022, with formal interviews scheduled to take place in April 2022. Stakeholders will also be involved in the process to allow candidates to meet some of our key partners as well as enabling partners to give feedback on candidates.
- 5.8 The appointment of a Chief Executive would require a formal Council decision and the need to follow statutory process so, if the recruitment process does not fit with the existing Council timetable, an additional meeting of Council may need to be called towards the beginning of May 2022.
- 5.9 If an appointment were made, there would then be a need to obtain clearances, and for formal offer and acceptance before the successful candidate (if external) could serve notice to terminate their current employment, which may be 3 or 6 months depending on their existing contractual position. It is possible therefore, if an external appointment were made, that a new Chief Executive may not be in post until November 2022.
- 5.10 The recruitment will be based on the existing salary (Senior Grade 8 - range £170k to £185k) and terms and conditions of employment as these remain competitive with the local market for this role.

5.11 The following timetable is proposed:

Appoint recruitment consultants	Mid – February
Advertise nationally	w/c 28 February
Closing date	Sunday 20 March
Agree long list	w/c 21 March
Agree short list	w/c 18 April
Interviews	w/c 25 April
Appointment considered by Council	May 2022 Extraordinary Council meeting

6 Consultation and Other Considerations

Legal Advice

6.1 As stated in the report the final decision for appointment is reserved to Council

Financial Advice

6.2 No sought at this stage

Other Consultation Responses

6.3 Discussions have taken place with councillors resulting in support for the direct replacement of the Chief Executive role.

Equalities Impact Assessment

6.4 The recruitment processes will comply with Council responsibilities for meeting equalities legislation

Strategic Risk Management Issues

6.5 Failure to appoint an advisory appointment committee will result in the council being unable to recruit to a new Chief Executive. An alternative arrangement would need to be considered to fulfil the role of Head of Paid Service in the Council.

Climate Change Implications

6.6 The recommendations in Section 2 above are expected to:

Have no impact on emissions of CO₂.

Background Papers

None

Contact for further information

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