

<b>REPORT TO:</b>	<b>COUNCIL</b> <b>18 April 2016</b>
<b>AGENDA ITEM:</b>	<b>19</b>
<b>SUBJECT:</b>	<b>ARRANGEMENTS FOR THE APPOINTMENT OF THE CHIEF EXECUTIVE AND INTERIM CHIEF EXECUTIVE</b>
<b>LEAD OFFICER:</b>	<b>Director of Human Resources</b>
<b>LEAD MEMBER:</b>	<b>Leader of the Council, Councillor Tony Newman</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b>	
<b>FINANCIAL SUMMARY:</b> The costs associated with these proposals are contained within the 2016/2017 budget.	
<b>KEY DECISION REFERENCE NO:</b> n/a	

<b>1. RECOMMENDATIONS</b>
1.1 That the Council:
1.2 1.1.1 Note the resignation of the Chief Executive and Head of Paid Service
1.3 to take effect 26 June 2016
1.1 1.1.2 Agree that an Appointments Committee is convened to appoint an
1.2 Acting Chief Executive and Acting Head of Paid Service on an interim
1.3 basis, subject to approval of Full Council on 23 May 2016
1.4 1.1.3 Note the indicative process and timescale to recruit to the vacancy
of permanent Chief Executive and Head of Paid Service and appoint
on an interim basis an Acting Chief Executive and Acting Head of Paid
Service
1.1.4 Note that other interim arrangements will be put in place as needed in
1.1 accordance with the scheme of delegation, the Council's Constitution
1.2 and the Council's pay policy statement.

## 2. EXECUTIVE SUMMARY

2.1 Further to the resignation of the Chief Executive and Head of Paid Service this report seeks Full Council's approval to convene an Appointments Committee to appoint an Acting Chief Executive and Acting Head of Paid Service on an interim basis pending permanent recruitment of a permanent Chief Executive and Head of Paid Service.

2.2 Full Council is also invited to note (a) the resignation of the Chief Executive and Head of Paid Service with effect from 26 June 2016 (b) the indicative process and timescale for putting in place interim and permanent arrangements within the Council's Executive Leadership Team.

### 3. DETAIL

#### Timescales and Interim Transitional Arrangements

- 3.1 The Chief Executive and Head of Paid Services' resignation takes effect 26 June 2016 and provisions need to be put in place to ensure effective transition, interim cover and hand over. These include the appointment of an Acting Chief Executive and Acting Head of Paid Service, and other interim arrangements will be put in place as needed in accordance with the scheme of delegation and Council's constitution.
- 3.2 It is recommended that an Appointments Committee is convened to appoint an Acting Chief Executive and Head of Paid Service and to undertake the selection of a candidate for the permanent role of Chief Executive and Head of Paid Service to be recommended for appointment to Full Council.
- 3.3 Between now and 26 June there will be a period of transition and handover between the Chief Executive and Head of Paid Service and members of the Executive Leadership Team.
- 3.4 Timescales proposed for appointing to the permanent Chief Executive and Head of Paid Service and Acting Chief Executive and Acting Head of Paid Service roles are:

<b>Week commencing</b>	<b>Appointment to Acting Chief Executive and Acting Head of Paid Service</b>	<b>Appointment to Permanent Chief Executive and Head of Paid Service</b>
18 April 2016		
25 April 2016	Appointments Committee	Advertisement of post
03 May 2016		
09 May 2016		
16 May 2016		Closing date
23 May 2016	Council ratification	
31 May 2016		
06 June 2016		
13 June 2016		Long/short listing
20 June 2016		
27 June 2016	Commencement of formal Acting Chief Executive and Acting Head of Paid Services responsibilities	Appointments Committee
04 July 2016		
11 July 2016		
18 July 2016		Council ratification (subject to employment etc checks)
	<u>Note:</u> 'Acting' responsibilities end when the permanent Chief Executive and Head of Paid Services arrangements commence.	<u>Note:</u> Start date dependent on formal notice periods etc

- 3.5 There will be an advertisement in the Municipal Journal on 27 April for the new

permanent Chief Executive and Head of Paid Service, interviews towards the end of June and a formal offer after approval by Full Council in July.

- 3.6 The Appointments Committee will consider an application from one of the two Executive Directors on 28 April for the Acting Chief Executive and Acting Head of Paid Service role; and, if successful, making a formal offer after approval by Full Council on 23 May. The other Executive Director has decided not to apply for this role.
- 3.7 If needed other interim arrangements will be put in place once Acting Chief Executive and Acting Head of Paid Service arrangements have been finalised.

#### **4. FINANCIAL AND RISK CONSIDERATIONS**

##### **4.1 Revenue and Capital consequences of report recommendations**

The costs associated with the appointment of an Acting Chief Executive, permanent Chief Executive and other interim arrangements will be contained within the 2016/17 agreed budget.

Approved by: Richard Simpson – Assistant Chief Executive (Corporate Resources) and Section 151 Officer

#### **5. COMMENTS OF THE COUNCIL'S ACTING SOLICITOR AND ACTING MONITORING OFFICER**

- 5.1 The Council may appoint such staff as it considers necessary for the proper discharge of its functions on such reasonable terms and conditions, including remuneration, as the Council thinks fit.
- 5.2 The Council's Staff Employment Procedure Rules at Part 4.J of the Constitution provide that Full Council must approve the appointment of the Head of Paid Service before an offer of appointment is made to him/her.

Approved by Gabriel MacGregor, Acting Council Solicitor and Acting Monitoring Officer.

#### **6 CUSTOMER, EQUALITIES, HUMAN RIGHTS, FREEDOM OF INFORMATION, DATA PROTECTION CRIME AND DISORDER IMPACT**

- 6.1 There are no direct considerations arising from this report.

**CONTACT OFFICER:** Heather Daley, Director of Human Resources

**BACKGROUND DOCUMENTS:** None