

WIRRAL COUNCIL

Employment and Appointments Committee 27 October 2014

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| SUBJECT: | Appointment of Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer) |
| WARD/S AFFECTED: | All |
| REPORT OF: | Head of Human Resources & Organisational Development |
| RESPONSIBLE PORTFOLIO HOLDER: | Leader of the Council |
| KEY DECISION? | No |

1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is to present the options for recruiting a new Chief Executive and Head of Paid Service. The role also requires the post holder to be appointed as the Council's Returning Officer and Electoral Registration Officer.

2.0 BACKGROUND AND KEY ISSUES

2.1 The current Chief Executive and Head of Paid Services will retire on 31 December 2014.

2.2 The current Chief Executive is also the Council's Returning Officer and Electoral Registration Officer. (All further references to Chief Executive and Head of Paid Service in this report shall also include the statutory roles of Returning Officer and Electoral Registration Officer).

2.3 In recruiting a new Chief Executive and Head of Paid Services there are a number of issues for the Employment and Appointments Committee to consider. Key issues for consideration are outlined below:

1. Setting up of an Appointments Panel;
2. Determine whether to use of recruitment consultants;
3. Determine whether to use of a professional advisor to the panel;
4. Determine the appropriate salary for the role;
5. Approve the job description and person specification; and
6. Selection process and timetable.

3.0 ISSUES FOR CONSIDERATION AND DECISION

3.1 Delegation to an Appointments Panel

3.1.1 It is recommended that an Appointments Panel (a sub-committee of the Committee) be established that is politically balanced. The Employments and Appointments Committee would delegate/authorise the appointment (subject to Council approval) and appointment process of the Chief Executive and Head of Paid Service to the Appointments Panel which would have a membership of seven (7) Elected Members (ratio of 4:2:1) taken from the current membership of the Employment and Appointments Committee.

3.1.2 The Appointments Panel will make a recommendation to Council to formally confirm the appointment the Council's new Chief Executive and Head of Paid Service.

3.2 The potential use of recruitment consultant

3.2.1 The Council has a call off contract with the recruitment consultants, Penna Plc, for senior management recruitment services. The contract has been procured using the Eastern Shires Purchasing Organisation (ESPO) Framework for Strategic HR Services as recommended by the Council's Corporate Procurement Team, in line with Contract Procedure Rules. The contract has been awarded to Penna Plc from October 2014 to September 2015. The total cost for the services is approximately £15k. The final invoice will be made available and published.

3.2.2 The recruitment consultancy services will include:

- Executive Search
- Candidate liaison
- Professional support to the Appointments Panel including:
 - i. Summary of applicants;
 - ii. Advise on longlisting;
 - iii. Technical interview;
 - iv. Advise on shortlisting;
 - v. Provide advice to the Appointments Panel.

3.2.3 The benefits of using a professional recruitment consultancy are:

- Credibility that Wirral Council is embarking on a professional approach to the recruitment process;
- Executive search, recruitment consultants can target potential senior managers and discuss the benefits of working for Wirral; and
- Knowing the potential market, it is the job of the recruitment consultants to know the market, and conduct the search on that basis and advise the Appointments Panel accordingly.

3.3 It should be noted that the Appointment of a new Chief Executive and Head of Paid Service is a competitive process for all Local Authorities and Wirral

needs to ensure that it is in the best possible position to compete and source the best possible applicants it can.

4 The potential use of professional advisors to the panel

- 4.1 The Appointments Panel also has the option of appointing a professional advisor to the Panel. The professional advisor would work alongside Penna in advising the Panel. The professional advisor with Penna would conduct a Technical Interview as part of the short listing process and bring their recommendations back to the Appointments Panel, to make a short listing decision. The professional advisor for a Chief Executive and Head of Paid Service position would normally be from a national body or previous Chief Executive and on that basis it is proposed that a senior manager from the Local Government Association, be invited to act as professional advisor to the Appointments Panel.

5. The Appropriate Salary for the Role

- 5.1 The salary range for the Chief Executive and Head of Paid Service post at Wirral is currently £121,807 - £135,341. Consideration needs to be given to the current salary range to ensure that this is appropriate within the context of the size and scope of the Authority and competitiveness in the market.
- 5.2 The Comparative data for Chief Executive salaries in North West Authorities is attached at Appendix One.
- 5.3 The pay scales for Wirral Chief Officers is attached at Appendix Two.
- 5.4 It is recommended that the Appointments Panel reviews the current salary based on the market, the size and scope of the Authority, seeking advice from the appointed professional advisor and recruitment consultants.
- 5.5 Should the Appointments Panel conclude that a change in salary is recommended, the final decision would lie with Full Council in line with the Councils Pay Policy and the Localism Act.

6. The Requirements for the Role as defined in the Job Description and Person Specification.

- 6.1 It is recommended that the Appointments Panel review the requirements of the role as defined in the job description and person specification. The job description and person specification is attached at Appendix Three.

7. The Proposed Selection Process and Timetable

- 7.1 Attached at Appendix Four is a proposed outline timetable for the Appointments process. Should this be agreed, the Appointments Panel can agree the final dates.

8 Interim Arrangements

- 8.1 The Chief Executive is retiring on 31 December 2014. It is recommended that the Employment and Appointments Committee delegate to the Appointments Panel consideration of any Interim arrangements that may be required.

4.0 RELEVANT RISKS

- 4.1 The Council requires effective strategic leadership and the appointment of a new Chief Executive is essential for this.

5.0 OTHER OPTIONS CONSIDERED

- 5.1 All options are outlined in this report.

6.0 CONSULTATION

- 6.1 None.

7.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

- 7.1 None.

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 8.1 None arising from this report.

9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 9.1 The recruitment and selection process will be managed by Human Resources. The options for use of recruitment consultants are outlined in this report.

10.0 LEGAL IMPLICATIONS

- 10.1 The Council will ensure that all relevant employment legislation is complied with throughout the recruitment and selection process.

- 10.2 The Council is legally required to appoint a Head of Paid Service, Returning Officer and Electoral Registration Officer.

11.0 EQUALITIES IMPLICATIONS

- 11.1 There are no additional implications.

12.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

- 12.1 There are no carbon usage implications or other relevant environmental issues arising from this report.

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

- 13.1 There are no planning and community safety implications arising from this report.

14.0 RECOMMENDATION/S

14.1 It is recommended that the Employment and Appointments Committee agrees:

1. To the establishment of an Appointments Panel for the recruitment and appointment of a new Chief Executive who shall also be appointed as the Council's Head of Paid Service, Returning Officer and Electoral Registration Officer as outlined in this report.
2. The Terms of Reference of the Appointments Panel as set out in Appendix Five to this report.
3. To the appointment of Penna Plc as the recruitment consultants to support the recruitment process in line with our current contracting arrangements.
4. That a senior manager from the Local Government Association to act as professional advisor to the Appointments Panel.
5. The proposed process and timescales for appointment of a new Chief Executive (who shall also be appointed as the Head of Paid Service, Returning Officer and Electoral Registration Officer) as outlined in Appendix Four (subject to any change approved by the Appointments Panel).
6. That the Appointment Panel also considers any interim arrangements required in relation to the roles of Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer that may be required and recommends to Council such interim arrangements as are considered appropriate.

15.0 REASON/S FOR RECOMMENDATION/S

15.1 Following the announcement of the existing Chief Executive and Head of Paid Service to retire on 31 December 2014, the Council needs to consider a number of issues to recruit a new Chief Executive and Head of Paid Service.

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APPENDICES

- Appendix One: Comparative data for Chief Executive salaries in neighbouring authorities
- Appendix Two: Chief Officer pay scales: Wirral Council
- Appendix Three: Job Description and Person Specification
- Appendix Four: The Proposed Timetable
- Appendix Five: Terms of Reference for the Appointments Panel: Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer

BACKGROUND PAPERS/REFERENCE MATERIAL

There are no additional papers.

BRIEFING NOTES HISTORY

| Briefing Note | Date |
|----------------------|-------------|
| None | |

SUBJECT HISTORY (last 3 years)

| Council Meeting | Date |
|------------------------|----------------|
| Cabinet | 9 October 2014 |