

**Meeting: APPOINTMENTS COMMITTEE**

Portfolio Area: Resources

**Date: 31 MAY 2019**

## **THE PERMANENT APPOINTMENT OF A NEW CHIEF EXECUTIVE**

### **NON-KEY DECISION**

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### **1. PURPOSE**

- 1.1 In accordance with the requirement of the Council's Constitution to approve the recruitment process for the permanent appointment of a new Chief Executive.

### **2. RECOMMENDATIONS**

- 2.1 That the Appointments Committee revokes the decision it made at its meeting on 11 February 2019 in relation to the recruitment and selection process for the permanent appointment of a new Chief Executive and approves the process set out in section 4 of this report.

### **3. BACKGROUND**

- 3.1 At its meeting on 11 February 2019, Appointments Committee made a number of decisions including recommending to Council that it appoint Matthew Partridge as Interim Chief Executive from 8 April 2019 and approving the recruitment and selection process for the permanent appointment of a new Chief Executive as set out in section 5 of the report to that meeting. That process involved an initial internal recruitment process, with the post to be advertised externally only in the event that an internal appointment could not be made.
- 3.2 That following the Appointments Committee held on 11 February 2019 where the Committee approved the officer recommendation that an internal recruitment process should be taken, the Leader sought wider views from Members across all three political Groups on the approach to be taken for this recruitment..
- 3.3 Following consideration of the feedback received Officers in consultation with the Leader are now recommending to the Appointments Committee that the

post of Chief Executive be advertised internally and externally to ensure that the Council attracts the best possible pool of applicants

#### **4. RECRUITMENT AND SELECTION PROCESS FOR THE PERMANENT APPOINTMENT OF A NEW CHIEF EXECUTIVE**

- 4.1 It is proposed that an external recruitment process is undertaken to the permanent post of Chief Executive/ Head of Paid Service, Electoral Registration Officer and Returning Officer. The role will be advertised on the SBC intranet for 3 weeks and also published in The MJ (Municipal Journal) and on The MJ website.
- 4.2 Applicants will then be short listed and those successfully shortlisted will be invited to an assessment centre.
- 4.3 The assessment centre will be made up of:
- A presentation exercise to the Appointments Committee
  - A leadership competency profile assessment
  - A competency based interview with a panel comprising the Appointments Committee and an external adviser to the panel.
- 4.4 Once a preferred candidate has been selected the Appointments Committee is to confirm its recommendation.
- 4.5 The Executive members will also be notified of the proposed appointment and given 5 working days to object.
- 4.6 Once both the Appointments Committee and the Executive members have confirmed that there are no objections to appointment of the preferred candidate, a report will be taken to Council recommending that it approve the appointment.
- 4.7 It is intended that this internal recruitment process will commence in June 2019 and should a successful candidate be identified Council will be asked to appoint them in September 2019.
- 4.8 Any internal vacancies resulting through the permanent appointment of a new Chief Executive will be managed in line with the Officer Employment Procedure Rules.

#### **5. IMPLICATIONS**

##### **5.1 Financial Implications**

The advertisement will be funded through the Council's advertising recruitment budget.

## **5.2 Legal Implications**

The proposed recruitment and selection processes set out in the report are in accordance with statutory procedures for the appointment of the Chief Executive.

## **5.3 Equalities and Diversity Implications**

There are no equality and diversity implications arising from this report.

## **Background Documents**

Stevenage Borough Council Constitution - Part 4H - Officer Employment Procedure Rules – <http://www.stevenage.gov.uk/content/committees/96416/Part4H-Officer-Employment-Procedure-Rules-updated-August-2015.pdf>