

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 30th January 2018
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WARD(S): All

PART I **FOR DECISION**

APPOINTMENT PROCESS FOR CHIEF EXECUTIVE (HEAD OF PAID SERVICE)

1 Purpose of Report

The purpose of this report is to

- outline the outcome of the independent review carried out by the Chartered Institute of Personnel Development (CIPD) of the 2017 Chief Executive appointment process;
- seek approval to commence the process permanently to appoint to the role of the Chief Executive (which includes appointing an external recruitment agency who will produce the advert/ microsite); and
- seek approval to the job description, person specification and terms and conditions for the role of Chief Executive at Slough Borough Council and sets out the process to be followed in line with the Council's Constitution and Recruitment Policy.

2 Recommendation

The Council is requested to resolve

- (a) That the outcome of the independent review conducted by the CIPD attached at Appendix 1 be noted;
- (b) That the job description, person specification, terms and conditions (as attached at Appendices) as set out at Appendix 2 and 3 be approved; and
- (c) That the appointment process set out in paragraph 5.7 be noted.

3 Slough Joint Wellbeing Strategy Priorities

There are no implications for the Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan. However, the Chief Executive is expected to drive forward the organisational changes reflected in the Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan and will therefore need to have strong and effective leadership, with both the skills and commitment to deliver the required outcomes.

4 Other Implications

(a) Financial

None.

(b) Human Rights Act and Other Legal Implications

There are no Human Rights Act or other legal implications.

(c) Equalities Impact Assessment

There is no identified need for the completion of an EIA

5 **Supporting Information**

Independent Review

- 5.1 At its meeting on 19th December 2017 the Council resolved that the Chartered Institute of Personnel Management (CIPD) carry out an independent review of the 2017 Chief Executive Appointment process. It was requested that the report from the review should inform the permanent recruitment to the Chief Executive post, and be published for information at this meeting.
- 5.2 The report is attached for information and has confirmed that the process conducted was standard practice in recruiting such a senior post in an organisation. There are no recommendations that have been made in terms of what could be changed.
- 5.3 Members had raised concerns during the previous recruitment process that the subcommittee had not been appropriately trained. Members should be aware that all members received recruitment and selection training which included: understanding the Council's recruitment process, selecting appropriate assessment methods, shortlisting fairly, planning questions based on the person specifications, competencies and understanding the interview process.

Appointment process

- 5.4 At its meeting on 19th December 2017 the Council recommended to the Employment and Appeals Committee that:
- ‘In recognition of the significance of the position of the Chief Executive to the effective running of this Council, and in order to ensure that the appointment process of this position is inclusive of all political groups, the Employment and Appeals Committee appoint a Sub Committee comprising eight members to include the Leaders and Deputy Leaders of the Conservative and Labour Groups (or their nominees), Councillor Coad and the Chair of the Employment and Appeals Committee and two further Labour members. Where possible, but not as a requirement, these nominations should be drawn from members serving on the Employment and Appeals Committee. All members to be appointed as voting members and have received the appropriate training’.
- 5.5 The Employment and Appeals Committee is meeting on 25th January 2018 to consider this recommendation and appoint the Appointments Sub Committee.

- 5.6 It was further agreed at the meeting of the 19th December that the job description should be reviewed and minor amendments be made to this following consultation with the Group Leaders The job description has been reviewed and is attached as Appendix 2. For ease of reference the changes are reflected in italics.

The draft documents (job description, person specification and the main conditions of service) that will make up the recruitment pack that will be used for the recruitment process are attached at Appendices 2 and 3. The Constitution requires these documents to be approved by the Council.

- 5.7 Following the approval of these documents the recruitment process will be initiated in line with the Council's Recruitment and Selection Policy and Procedure agreed in October 2016. Due to the seniority of this post it will be advertised externally and the Service Lead – People will source an external recruitment agency to support the process.
- 5.8 The selection process will include a panel of key stakeholders / external partners, a panel of employees, and a formal interview with the Appointments Sub committee with a formal presentation, psychometric tests and an in tray exercise.

6 **Appendices**

- Appendix 1 CIPD Report
- Appendix 2 Job Description and person specification
- Appendix 3 Main Conditions of Service

7 **Background Papers**

None.