

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 31st January 2017
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WARD(S): All

PART I **FOR DECISION**

APPOINTMENT PROCESS FOR CHIEF EXECUTIVE (HEAD OF PAID SERVICE)

1 Purpose of Report

This report seeks approval of the job description, person specification, terms and conditions and advert for the appointment of 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 that the job description, person specification, terms and conditions and advert (as attached at Appendices A to D) be approved and that the process be noted.

3 The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan

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

There are no financial implications of the proposed action.

(b) Human Rights Act and Other Legal Implications

There are no Human Rights Act and other legal implications.

(c) Equalities Impact Assessment

There is no identified need for the completion of an EIA.

5 **Supporting Information**

- 5.1 The position of Chief Executive is a permanent and established post and funding for a replacement on the same terms and conditions is therefore in place. The post is currently designated to carry out the statutory functions of the Council's Head of Paid Service; a role concerned with ensuring that the Council discharges its functions appropriately as set out in the Constitution.
- 5.2 The draft documents that will make up the recruitment pack that will be used for the recruitment process (which includes the job description, person specification, terms and conditions and advert related to the post) are attached at Appendices A to D.
- 5.3 The Council's Constitution requires these documents to be approved by the Council.
- 5.4 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. This requires the post to be advertised internally in the first instance. If no existing officer applies or is deemed suitable following the selection process for this post then the post will be advertised externally.
- 5.5 An Appointments Sub Committee is being established through the Employment and Appeals Committee. The Appointments Sub Committee will make a recommendation to the Council for appointment if a suitable candidate is identified following the recruitment process. The Appointments Sub Committee will be supported by an external adviser as provided for in the Constitution. The Council will ultimately be responsible for appointing the new Chief Executive / Head of Paid Service.
- 5.6 The selection process will include psychometric tests, selection panel made up of key stakeholders / external partners, a formal interview with the Appointments Sub Committee, presentation and an in tray exercise.

6. **Background Papers**

None

7. **Appendices:**

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| A | Job Description |
| B | Person Specification |
| C | Terms and conditions |
| D | Advert |