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Subject to approval at the next Chief Executive's Recruitment and Selection Panel meeting

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CHIEF EXECUTIVE'S RECRUITMENT AND SELECTION PANEL

19 October 2023 at 6.00 pm

Present: Councillors Stanley (Chair), Birch (Vice-Chair), Gunner, Pendleton and Northeast (Substitute for Nash)

7. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Nash.

8. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

9. MINUTES

The Minutes from the last meeting of the Chief Executive's Recruitment & Selection Panel held on 20 September 2023 were approved as a correct record and were signed by the Chair.

10. ITEMS NOT ON THE AGENDA THAT THE CHAIR OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

The Chair confirmed that there were no urgent items for this meeting.

11. RECRUITMENT TO CHIEF EXECUTIVE POST

The Leader of the Council, Councillor Stanley, thanked the Group Head of Organisational Excellence and the Human Resources Manager for providing additional information to the Panel. This information summarised the results of research undertaken on local authorities who had taken the decision to remove the post of Chief Executive from their structure and allocate the responsibilities of the Head of Paid Service to an alternative post within their structures. Such research had only identified four local authorities that had adopted this approach and the findings from the research had been clearly illustrated.

An additional briefing note had been provided to assist the Panel in confirming a preferred option, this outlined:

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- The timing for the formal decision making process;
- Provisional timescales for an external recruitment process together with likely costs based on previous recruitments;
- The current job profile for the post of Chief Executive Officer; and
- Information on current salary levels

The Panel agreed that this had been a beneficial exercise to have undertaken as it provided a clearer picture for Members enabling them to confirm a preferred option.

Following a brief discussion, the Panel unanimously decided to recruit externally for a permanent Chief Executive Officer using a specialist executive recruitment agency [Option1]. The remaining options discussed in detail at the last meeting of the Panel were discounted.

The Panel then noted the outline appointment timetable and discussed how the role would be advertised, considering offering the flexibility of working a 4 or 5 day week or 30 or 37 hours per week. Although it was felt that a flexible approach could attract more candidates, it was accepted that it was important to opt for what would be best operationally for the authority.

The Panel was invited to comment on the current job profile for the role of Chief Executive Officer and what it felt was an acceptable salary level. An information paper on Chief Executive salary levels was circulated to the meeting. The Panel was invited to provide any comments back on the CEO job profile by 31 October 2023. Councillors Gunner and Pendleton confirmed that they were happy with the content of the job profile.

The Panel then turned its attention to the timeline and costs involved to recruit a permanent Chief Executive so that the Group Head of Organisational Excellence could approach recruitment agencies and provide a detailed report to Council on 10 January 2024.

It was essential to discuss and agree now the pay scale for the post so that a report could be taken to a meeting of the CEO Remuneration Committee on 11 December 2023, so that recommendations could be made to Council in January 2024.

Following further deliberations, the Panel

RECOMMEND TO FULL COUNCIL ON 10 JANUARY 2024

That approval be given to recruit externally for a permanent Chief Executive Officer using a specialist executive recruitment agency [Option1].

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The Panel also

RECOMMEND TO THE CHIEF EXECUTIVE REMUNERATION
COMMITTEE ON 11 DECEMBER 2023

That the pay package for the post of Chief Executive Officer be an all-inclusive salary of £140k.

(The meeting concluded at 6.51 pm)

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