

TEWKESBURY BOROUGH COUNCIL

Report to:	Council
Date of Meeting:	20 September 2016
Subject:	Appointment of Deputy Chief Executive
Report of:	Mike Dawson, Chief Executive
Chief Officer:	Mike Dawson, Chief Executive
Lead Member:	Councillor Mrs E J MacTiernan
Number of Appendices:	None

Executive Summary:

The Terms of Reference of the Employee Appointments Committee indicate that the Committee will shortlist, interview and recommend to Council the appointment of a Chief Executive and Chief Officers in accordance with the Officer Employment Procedure Rules. The post of Deputy Chief Executive is a Chief Officer appointment and therefore delegated authority is sought for the Employee Appointments Committee to make the appointment; although all Council Members will have an involvement in the process.

Recommendation:

That delegated authority be given to the Employee Appointments Committee to appoint to the post of Deputy Chief Executive and that the Officer Employment Procedure Rules be varied to accommodate this change on this occasion.

Reasons for Recommendation:

To ensure that recruitment to the post of Deputy Chief Executive is undertaken as quickly as possible; in particular to enable the new postholder to participate in the recruitment process for the Heads of Service in Environmental and Housing Services and in Development Services.

Resource Implications:

These are contained within the body of the report.

Legal Implications:

The appointment of the post of Deputy Chief Executive will follow due process including reference to the Council's Constitution, internal HR procedures, employment law and the Selection to Posts Procedure.

Risk Management Implications:

Failure to undertake this appointment in a timely manner could mean that the new Deputy Chief Executive would not be able to take part in the planned recruitment to the proposed posts of Head of Environmental and Housing Services and Head of Development Services.

Performance Management Follow-up:

The recruitment to the post of Deputy Chief Executive is being undertaken in accordance with a

project plan and progress is being monitored by the Chief Executive.

Environmental Implications:

None directly associated with this report.

1.0 INTRODUCTION/BACKGROUND

1.1 The recruitment to the post of Deputy Chief Executive has commenced with assessment and interviews for the post scheduled for 26 and 27 October. In accordance with the Officer Employment Procedure Rules, the Terms of Reference of the Employee Appointments Committee indicate that the Committee will shortlist, interview and recommend to Council the appointment of a Chief Executive and Chief Officers.

2.0 THE RECRUITMENT PLAN

2.1 A detailed recruitment plan has been drawn up which includes the Leader of the Council, Deputy Leader, Lead Member for Organisational Development and the Employee Appointments Committee being involved in shortlisting, assessment and interview of the candidates as well as all Council Members being invited to meet the candidates for lunch.

2.2 It is essential that this process be undertaken within an expedient timescale, not least to ensure the minimum disruption to the Council's organisational structure but also to ensure that the new postholder can be involved in the recruitment of the Service Heads for Housing and Environmental Services and Development Services which are two of the key posts reporting to the Deputy Chief Executive. Accordingly, it is proposed on this occasion that the Employment Procedure Rules and the Terms of Reference of Employee Appointments Committee be varied to allow the appointment of the Deputy Chief Executive to be made by the Employee Appointments Committee.

3.0 OTHER OPTIONS CONSIDERED

3.1 To call an extraordinary meeting of the Council on 27 October to receive a recommendation from the Employee Appointments Committee.

4.0 CONSULTATION

4.1 Not applicable.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Not applicable.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 Not applicable.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 The proposal will ensure that there is no delay to the appointment of the Deputy Chief

Executive, and the implementation of the management review.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 Not applicable.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 Not applicable.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None.

Background Papers: None.

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Appendices: None.