

TEWKESBURY BOROUGH COUNCIL

Report to:	Council
Date of Meeting:	7 December 2021
Subject:	Recruitment of Chief Executive
Report of:	Borough Solicitor
Corporate Lead:	Borough Solicitor
Lead Member:	Leader of the Council
Number of Appendices:	None

Executive Summary:

Following the Chief Executive's announcement of his intention to retire, this report sets out proposals to recruit a new Chief Executive.

Recommendation:

That the Council RESOLVES:

- to recruit a Chief Executive.
- to establish a Chief Executive Appointment Committee with the composition and Terms of Reference set out in Paragraphs 3.1 and 3.2 of the report.
- to establish a Chief Executive Appointment Working Group with the same composition as the Chief Executive Appointment Committee and Terms of Reference set out in Paragraph 3.3 of the report.
- to vire a sum of £25,000 from the Medium Term Financial Strategy reserve to support the costs of recruitment

Reasons for Recommendation:

To ensure that an appropriate process is in place to enable a successful appointment to the post of Chief Executive.

Resource Implications:

It is estimated that a sum of up to £25,000 will be required to engage an Executive Recruitment Consultant/Search Agency to support the appointment of a new Chief Executive.

The quarter two full year financial projection recently reported to Executive Committee forecasts a balanced outturn position for the budget with no surplus available to support new requirements such as the appointment of a new Chief Executive. In addition, no earmarked reserve currently exists to support this particular requirement. It is therefore necessary to vire monies from an existing reserve to support this new requirement, with the MTFs reserve being the reserve recommended for this purpose given the current balance of over £2.6m.

The post of Chief Executive is currently budgeted for on a full time basis at a cost of £159,296 including on-costs for 2021/22.

Legal Implications:

The recruitment process must be undertaken in accordance with legal and constitutional requirements. In accordance with Section 4 of the Local Government and Housing Act 1989 the

authority must have an officer designated as the Head of Paid Service. Although the authority can delegate the responsibility for recruitment and selection to a committee/sub-committee, the final approval for the appointment of a Head of Paid Service must be made by the Council.

Risk Management Implications:

None in respect of this report.

Performance Management Follow-up:

Not applicable.

Environmental Implications:

Not applicable.

1.0 INTRODUCTION/BACKGROUND

1.1 The Council's Chief Executive has announced his intention to retire from his role on 30 June 2022 after completing over 12 years in post. The Chief Executive's retirement necessitates consideration of the arrangements for his replacement.

2.0 ROLE OF THE CHIEF EXECUTIVE

2.1 The Chief Executive is the Council's Head of Paid Service, a statutory role which leads and takes responsibility for the work of all the Council's paid staff. The role is complex and has many facets.

2.2 The Chief Executive works with members to ensure strong visible leadership and direction of the whole organisation, ensuring that all staff understand the Council's Council Plan priorities and follow the direction set by the Council. The post holder acts as the most senior policy advisor to the Council and leads the development of effective strategies to deliver the Council's priorities.

2.3 The role includes organisational management at the highest level, including performance, risk and financial management. It requires highly developed people and political management skills coupled with strong leadership skills to inspire and motivate people at all levels.

2.4 The Chief Executive leads and develops partnerships with local and national government bodies together with partners in the private and voluntary sectors to achieve better outcomes for local people, businesses and communities. This work includes developing and maintaining good relationships with a range of other organisations, building the Council's reputation.

2.2 This role is highly valued by the Council and essential to the delivery of the Council's future ambitions. Consequently, it is proposed to put in place a process to recruit a replacement for the existing postholder.

3.0 RECRUITMENT PROCESS

3.1 It is suggested that the Council sets up a Chief Executive Appointment Committee and a Chief Executive Appointment Working Group consisting of the same membership as follows:

- Leader and Deputy Leader of the Council.
- Liberal Democrat Group Leader.

- Brockworth First Group Leader.
- Tewkesbury Independent Group Leader.
- Two Members of the Conservative Group.

3.2 The Terms of Reference of the Chief Executive Appointment Committee would be to determine the:

- Recruitment Consultants/Executive Search Agency to assist with the recruitment of a new Chief Executive.
- Job Description including salary level and Person Specification.
- Advertisement content.
- Interview process to include approval of long list, short list, assessment centre and arrangements for informal engagement between all Members and shortlisted candidates.
- Terms and conditions of employment.

To recommend to Council an appointment to the post of Chief Executive as Head of Paid Service, together with any consequential arrangements.

3.3 The Terms of Reference for the Working Group would be to recommend to the Chief Executive Appointment Committee:

- Recruitment Consultants/Executive Search Agency to assist with the recruitment of a new Chief Executive.
- Job Description including salary and Person Specification.
- Advertisement content.
- Interview process to include long list, short list, assessment centre and informal engagement with all Council Members.
- To interview the shortlisted candidates and make a recommendation on the successful candidate to the Chief Executive Appointment Committee including the terms and conditions of employment.

3.4 It is suggested that the process be guided by the existing Chief Executive, the Recruitment Consultants/Executive Search Agency(s) and Human Resources with input from the other members of the Corporate Leadership Team.

4.0 OTHER OPTIONS CONSIDERED

4.1 The Council could undertake a Management Review or seek arrangements for a shared Chief Executive with another authority in the County. Group Leaders and Lead Members have indicated that either of these options could be insufficient to support the Council's ambitious Agenda and consequently are not favoured at this time..

5.0 CONSULTATION

5.1 Informal discussions have taken place with Members of the Executive Committee.

6.0 RELEVANT COUNCIL POLICIES/STRATEGIES

6.1 The role of the Chief Executive is key to the delivery of the Council Plan.

7.0 RELEVANT GOVERNMENT POLICIES

7.1 None.

8.0 RESOURCE IMPLICATIONS (Human/Property)

8.1 Included in the report.

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

9.1 None.

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

10.1 None.

11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

11.1 None.

Background Papers: None.

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Appendices: None.