

TEWKESBURY BOROUGH COUNCIL

Report to:	Council
Date of Meeting:	9 March 2023
Subject:	Recruitment of Executive Director: Place
Report of:	Chief Executive
Head of Service/Director:	Chief Executive
Lead Member:	Leader of the Council
Number of Appendices:	One

Executive Summary:

Following the approval of the management restructure on 24 January 2023, this report sets out proposals to recruit to the vacant role of Executive Director: Place. This is a Chief Officer role and therefore a Member appointment.

Recommendation:

That the Council APPROVES:

- **the establishment of a Member Appointment Committee for the appointment of the Executive Director: Place with the composition and Terms of Reference set out in Paragraphs 3.1 – 3.3 of this report.**
- **the establishment of a Member Appointment Working Group for the appointment of the Executive Director: Place with the same composition and Terms of Reference set out in Paragraphs 3.1 – 3.3 of this report.**

Financial Implications:

It is estimated that a sum of up to £22,000 will be required to engage an Executive Recruitment Search Agency to support the recruitment of an Executive Director: Place. This money has been set aside as part of the costs of the management restructure.

Legal Implications:

There are no specific legal implications arising from the recommendations of this report.

Environmental and Sustainability Implications:

Recruitment to this post will strengthen the Council's approach to Place, the environment and sustainability.

Resource Implications (including impact on equalities):

The proposals in the report would support the efficient and effective recruitment of a Chief Officer in line with the agreed management structure.

Safeguarding Implications:

None.

Impact on the Customer:

None.

1.0 INTRODUCTION

- 1.1** An Executive Director: Place role was agreed as part of the proposals for a management restructure which Council approved on 24 January 2023.
- 1.2** It has been confirmed through the Management of Change process that no current member of staff has a right to be allocated into the role of Executive Director: Place.
- 1.3** The Executive Director: Place role is identified as a Chief Officer, and therefore within the Council Constitution must be a Member appointment.

2.0 ROLE OF THE EXECUTIVE DIRECTOR: PLACE

- 2.1** The Executive Director: Place is a critical member of the new Management Team and Corporate Leadership Team.
- The role will take strategic leadership over the Place agenda and will be the executive lead for Communities, Garden Town and Planning.

3.0 RECRUITMENT PROCESS

- 3.1** Due to the unique nature of the role, it is suggested that the Council sets up an Executive Director: Place Appointment Committee and an Executive Director: Place Appointment Working Group. It is proposed that the membership of the Working Group and Committee should be the same and comprise seven Members to be nominated by the respective Group Leaders reflecting the political balance of the Council as follows:
- Conservative Group – four Members.
- Liberal Democrat Group – one Member.
- Brockworth First Group – one Member.
- Tewkesbury and Twynning Independent Group – one Member.
- 3.2** The Terms of Reference of the Executive Director: Place Appointment Committee would be:
- to determine the interview process to include approval, short list, assessment centre and arrangements for informal engagement between all Members and shortlisted candidate.
 - to recommend to Council an appointment to the post of Executive Director: Place.
- 3.3** The Terms of Reference for the Working Group would be:
- to recommend to the Executive Director: Place Appointment Committee: the interview process to include approval, short list, assessment centre and arrangements for informal engagement between all Members and shortlisted candidates.
 - to interview the shortlisted candidates and make a recommendation on the successful candidate to the Executive Director: Place Appointment Committee.

3.4 It is proposed that an all-Member meet and greet session form part of the assessment process.

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

3.6 Timeline overview:

Recruitment commences	19 March 23
Advert closes	9 April 23
Shortlisting	19 April 23
Assessment Centre	24 April 23
Committee report and recommendation to Council	17 May 23

4.0 ASSOCIATED RISKS

4.1 None.

5.0 MONITORING

5.1 If a preferred candidate is identified, the Executive Director: Place Appointment Committee will recommend an appointment to Council on 17 May 2023.

6.0 RELEVANT COUNCIL PLAN PRIORITIES/COUNCIL POLICIES/STRATEGIES

6.1 Council Constitution.

Background Papers: None.

Contact Officer: Chief Executive, Email: alistair.cunningham@teWKesbury.gov.uk

Appendices: 1 Job Description for Executive Director: Place