
Report To:	Policy & Resources Committee	Date:	17 May 2016
Report By:	Head of Organisational Development, Human Resources & Communications	Report No:	HR/12/16/SM
Contact Officer:	Steven McNab	Contact No:	2015
Subject:	Use of Emergency Powers - Recruitment of Chief Executive		

1.0 PURPOSE

1.1 The purpose of this report is to advise the Committee of the use of emergency powers delegated to the Chief Executive to progress the recruitment and selection processes to appoint a new Chief Executive for Inverclyde Council.

2.0 SUMMARY

2.1 Following John Mundell's announcement that he is to retire from the Council's service on 19th September 2016, it is now necessary to agree the recruitment and selection process for a new Chief Executive. This report details the proposed stages in the recruitment process including the membership of appointment panels as well as the selection procedure to be followed by the panels.

2.2 The approved Council policy requires that the Chief Executive be appointed by all members of the Council. This was considered appropriate given that the Council is not excessively large. It was also felt that a Head of Paid Service who is put into post on a majority vote of the whole Council has a helpful mandate from the outset.

2.3 The proposed recruitment and selection process to appoint a new Chief Executive is detailed in section 5 of this report.

3.0 USE OF EMERGENCY POWERS

3.1 The progression of the recruitment and selection process to appoint a new Chief Executive was authorised by Councillors McCabe, Clocherty and McEleny and the Chief Executive.

4.0 RECOMMENDATIONS

4.1 It is recommended that the use of emergency powers delegated to the Chief Executive is noted.

Steven McNab
Head of Organisational Development,
Human Resources and Communications

5.0 BACKGROUND

- 5.1 Following John Mundell's announcement that he is to retire from the Council's service on 19th September 2016, it is now necessary to agree the recruitment and selection process for a new Chief Executive. This report details the proposed stages in the recruitment process including the membership of appointment panels as well as the selection procedure to be followed by the panels.
- 5.2 It is established Council policy that the Chief Executive be appointed by all members of the Council. This was considered appropriate given that the Council is not excessively large. It was also felt that a Head of Paid Service who is put into post on a majority vote of the whole Council has a helpful mandate from the outset.
- 5.3 The composition of recruitment panels for all Chief Officers was formally established as Council policy in 2006 including the final Council Interview with agreement on the actual appointment being secured by following a secret ballot process, conducted in successive rounds until a two thirds majority of those present and voting is secured.
- 5.4 A general policy of obtaining feedback from peer appraisal (through presentation and questions + answer sessions) was also agreed for all Chief Officer recruitment as well as having short presentations to the interview panel with some set questions, supplemented by some specific questions to each candidate.
- 5.5 It is anticipated that the recruitment process will take approximately 5 months from the post being advertised to the appointee taking up post. This assumes a likely three month notice period required by the successful candidate.

6.0 Proposed Recruitment and Selection Process and Provisional Timetable

- 6.1 Advertising – The position of Chief Executive of Inverclyde Council will be advertised through MyJobScotland website, National Press and other relevant UK wide media. A micro-site will form part of the process for promoting the opportunity and for providing information to potential candidates.

Proposed timescale - Advertise 29th April, Closing Date 20th May 2016.

- 6.2 Shortlisting – Shortlisting of candidates will be undertaken by a recruitment panel of 7 elected members, 4 of which should be from the Majority Group. It is proposed that the shortlisting panel is supported by an external consultancy who will undertake an external assessment of candidates in advance of the shortlisting meeting. The shortlisting panel will also be supported by the Head of Organisational Development, HR and Communications and an experienced Chief Executive from another Council in an advisory capacity.

Proposed timescale – Shortlisting Panel meet 26 May 2016.

- 6.3 Assessment Centre – Shortlisted candidates will be invited to the next stage of the recruitment process which will involve an Assessment Centre process. The Assessment Centre will involve an Occupational Personality Questionnaire (OPQ), Competency Based Interviewing, interviews with a Peer Group Panel, an Executive Scenario and interview with the Shortlisting Panel of Elected Members. Further details on these activities are outlined below:

- Occupational Personality Questionnaire (OPQ) – The OPQ will be completed by shortlisted candidates on line in advance of the Assessment Centre Day. This will provide additional insight into the candidates which can be further substantiated on the day of the Assessment Centre.
- Competency Based Interviewing – This will be undertaken by external consultants and give valuable insights into an individual's approach and help predict behaviours in future situations. The outcomes of the interview can be analysed in conjunction with the QPO results to give a good indication of a candidate's strengths and weaknesses.

- Peer Group Panel – In line with existing arrangements for Chief Officer Recruitment it is proposed that feedback is obtained on candidates from a Peer Group Panel which will be made up of the Extended Corporate Management Team, some managers and partner representatives. Candidates will be required to give a short presentation to the Peer Group Panel followed by a question answer session. The Peer Group Panel will be supported by an external consultant.
- Executive Scenario – It is proposed that following the Peer Group session, each candidate will be given a simulated exercise to emulate the type of correspondence and issues that can arise (planned and unplanned) for the Chief Executive to deal with appropriately.
- Shortlisting Panel – The candidates will then be required to present their Executive Scenario findings at the start of the formal Shortlisting Panel interview and also respond to some set questions.

6.4 At the end of the Assessment Centre day a decision will be taken by the shortlisting panel to progress all or some of the candidates to the final recruitment stage which will involve a presentation and interview with the full Council. It is anticipated that candidates will require to be available for approximately 3 hours on the day of the Assessment Centre.
Proposed timescale - Assessment Centre event week commencing 6th June 2016.

6.5 Presentation and Full Council Interview – The final stage in the process will be candidates attending a formal interview with all Elected Members of the Council which will involve a presentation followed by some set questions.
Proposed timescale – Full Council Interview week commencing 13th June 2016.

6.6 Appointment – Feedback will be provided to the Full Council on the outcomes of the Assessment Centre day. Appointment of the Chief Executive will follow a secret ballot process, conducted in successive rounds until a two-thirds majority of those present and voting is secured.

7.0 IMPLICATIONS

7.1 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
		2016/17	Up to £20	revenue contingency	Advertising Consultant Costs

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

7.2 The Head of Legal and Democratic Services has been consulted on this report

Human Resources

7.3 All Human Resources issues are included in the report

Equalities

7.4 Has an Equality Impact Assessment been carried out?

YES (see attached appendix)

NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

7.5 Not applicable

8.0 CONSULTATIONS

8.1 Not applicable

9.0 LIST OF BACKGROUND PAPERS

9.1 None