
Report To:	Inverclyde Council	Date:	30 June 2016
Report By:	Chief Executive	Report No:	CE005/JWM/SMcN
Contact Officer:	Chief Executive	Contact No:	2701
Subject:	Recruitment of Chief Executive		

1.0 PURPOSE

- 1.1 The purpose of this report is to outline the proposed process to appoint a new Chief Executive for Inverclyde Council following the decision of the Council on 16th June 2016 not to make an appointment at that time.

2.0 SUMMARY

- 2.1 The approved Council policy requires that the Chief Executive be appointed by all Members of the Council.
- 2.2 Following the recent recruitment process for a new Chief Executive which was conducted in accordance with established policy, the Council decided not to make an appointment at its meeting on 16th June 2016. The Council agreed that a report be brought back to consider the options and arrangements to re-advertise and appoint a new Chief Executive and to consider any interim arrangements that may be thought necessary. This report outlines the recommended stages in the recruitment process including the membership of appointment panels as well as the selection procedure to be followed by the panels.
- 2.3 It is imperative that a replacement Chief Executive is appointed as soon as practicable to ensure continuity and ongoing stability for the Council especially in the context of future challenges such as the anticipated reductions in budget settlements and any changes to the Council following the Local Government Elections next year.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Council agree the recruitment and selection process outlined in section 5 of this report.

John W Mundell OBE
Chief Executive

4.0 BACKGROUND

- 4.1 The established Council policy for the final stage in the recruitment process for a replacement Chief Executive is an interview by all Members of the Council following which a decision is taken on the appointment. This policy was developed and approved in 2006 on the basis that the Council is of an appropriate size to allow for all-Member participation and it was also considered essential that the Head of Paid Service should be appointed on a two-thirds majority vote of the whole Council via secret ballot. This was designed to provide the appointee of such a critical post with the necessary explicit mandate to undertake the role from the outset. This policy approach was recently formally re-affirmed by the Council in May 2016.
- 4.2 Following the recent recruitment process, the Council, at its meeting on 16th June 2016 decided not to make an appointment to the Chief Executive's position and agreed that a report be brought back to consider the options for the appointment of a new Chief Executive for Inverclyde Council and to consider any interim arrangements thought to be necessary.
- 4.3 It is imperative that a replacement Chief Executive is appointed as soon as practicable to ensure continuity and ongoing stability for the Council especially in the context of future challenges such as the anticipated reductions in budget settlements and any changes to the Council following the Local Government Elections next year.
- 4.4 Notice of retirement of five months was given to the Council by me in recognition that the recruitment process for Chief Officers normally takes approximately 5 months (assuming a likely three month notice period required by the successful candidate) from the job being advertised to the appointee taking up post. My last day of employment with Inverclyde Council will be 19th September 2016 and given the decision not to recruit, this report proposes a suitable timeline which minimises any potential gap for the appointment of the Chief Executive.
- 4.5 This report recommends the proposed next stages in the recruitment process including the membership of appointment panels as well as the selection procedure to be followed by the panels.

5.0 PROPOSALS

- 5.1 For the reason outlined in paragraph 4.3, it is not recommended that medium to long term interim arrangements are put in place and that the implementation of the full recruitment process is commenced without delay.
- 5.2 However, it is now highly likely that the actual start date for the new Chief Executive will be after 19th September and, in this event, it is recommended that the normal short term cover arrangements would apply where each Corporate Director assumes the role of Chief Executive on the basis of a rota without any formalised acting up payments until the new appointee starts in the role.

Proposed Recruitment and Selection Process and Timetable

- 5.3 **Re-advertising** – The position of Chief Executive of Inverclyde Council will be re-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. Given the holiday period, it is proposed that the post is re-advertised during July in order to attract as many qualified candidates as possible. It is proposed that the recruitment process is supported by an external executive search consultancy throughout. Aspen has been engaged as the external consultancy since the outset of the Chief Executive recruitment process commenced. An extension to the original consultancy work can be agreed in accordance with normal due process and taking account for the necessity for continuity, and costs will not exceed the relevant financial threshold for all of the work.

Proposed timescale - Advertise 8th July. Closing Date 1st August 2016.

- 5.4 **Shortlisting** – To take account of feedback received from Members from the recent recruitment process and in accordance with the principle of political balance, shortlisting of candidates will be undertaken by a recruitment panel of eight Elected Members. Based on the current make-up of the Council, the panel should include 4 from the Labour Group, 2 from the SNP Group, 1 from the Liberal Democrat Group and 1 from the Independent and Conservative Members. This panel composition meets the requirements of political balance and also allows for a gender mix to be achieved. The shortlisting panel will be supported by the Head of Organisational Development, HR and Communications and an experienced Chief Executive from another Council to support the panel again in an advisory capacity.

Proposed timescale – Shortlisting Panel meet week commencing 8th August 2016.

Assessment Centre – Shortlisted candidates will be invited to the next stage of the recruitment process which will involve an Assessment Centre. The Assessment Centre will be supported by external consultants in order to assess candidates against the key competencies required for the Chief Executive’s role. In accordance with established practice, it is also intended that this assessment stage will also require candidates to be interviewed by a Peer Group Panel, respond to an executive scenario and attend an interview with the Shortlisting Panel of eight Elected Members.

At the end of the Assessment Centre process 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.

Proposed timescale - Assessment Centre week commencing 15th August 2016.

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 and feedback on references.

Proposed timescale – Full Council Interview on Thursday 25th August 2016.

Appointment – 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 to provide the appointee of such a critical post with the necessary explicit mandate to undertake the role.

6.0 IMPLICATIONS

6.1 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

- 6.2 The Head of Legal and Property Services has been consulted on this report

Human Resources

6.3 All Human Resources issues are included in the report

Equalities

6.4 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

6.5 Not applicable

7.0 CONSULTATIONS

7.1 Not applicable

8.0 LIST OF BACKGROUND PAPERS

8.1 Not applicable