

**ASSISTANT CHIEF EXECUTIVE – ESTABLISHMENT OF APPOINTMENTS PANEL
(CHIEF EXECUTIVE - PAUL TURRELL)**

Synopsis of report:

To agree the procedure to be adopted for the recruitment of a second Assistant Chief Executive.

Recommendations:

- a) **That an Appointments Sub-Committee be established in accordance with the proposed arrangements set out in this report.**
- b) **That the membership of the Appointments Sub-Committee be agreed, in accordance with the proportionality calculations set out in paragraph 2.9.**
- c) **That the Committee request the Constitution Member Working Group review proposals for a standing Appointments Sub-Committee for subsequent consideration at Annual Council in May 2023.**

1. Context of report

- 1.1 In order to provide greater capacity at senior management level to support the Chief Executive in the overall management of the authority, the creation of a second Assistant Chief Executive position was agreed by the Corporate Management Committee on 15 December 2022. It is anticipated that this role will have oversight of Planning service areas, Environmental Services and Housing but this portfolio may be varied according to the skills of the successful candidate.

2. Report and, where applicable, options considered

- 2.1 Current Personnel Policies and Standing Orders require in the case of a Chief Officer appointment that-

This Council must appoint an Appointments Committee (Current legislation prohibits “alternative arrangements” authorities such as Runnymede from appointing more than five policy Committees. Runnymede already has this number. The simplest way to comply whilst fulfilling the appointments procedure is to constitute an Appointments Sub-Committee of this Committee).

- 2.2 The Council’s Constitution is clear that only full Council may create a sub-committee (Constitution – Committee Responsibilities – Para 1.5 – Page 29), so where time permits, this Committee would look to recommend to Full Council the creation of an Appointments Sub-Committee at its next scheduled meeting.

- 2.3 The Chief Executive, Chairman and Vice Chairman of this Committee are however of the opinion that the establishment of an Appointments Sub-

Committee cannot be reasonably delayed until the next meeting of Council on 9 February 2023. This is because of the urgent need for capacity in the Council's corporate leadership team to address current and anticipated financial and service related challenges. It is for this reason that this Committee is invited to exercise the powers of Full Council in accordance with the Constitution where a decision "*...is needed so urgently that it cannot reasonably be delayed until the next meeting of the Council, the matter in question shall become a delegated function for the purposes of that decision only*" (Constitution – Committee Responsibilities – Para 1.3 – Page 29).

- 2.4 Once created, the Appointments Sub-Committee shall continue to exist until it is disestablished or ceases to exist after the delivery of its purpose i.e. the appointment and commencement in post of the newly created role of Assistant Chief Executive. Separately, it is the recommendation of officers that a standing Appointments Sub-Committee be created at Annual Council in May 2023 to deal with such senior appointments to avoid the need to create role-specific Appointments Sub-Committees such as this one. This will be considered by the Constitution Member Working Party with recommendations brought forward alongside other proposed updates to the Constitution in early 2023.
- 2.5 The Appointments Sub-Committee would be asked to agree the candidates to be invited for an interview, conduct interviews, and make a recommendation to the Corporate Management Committee.
- 2.6 For the urgency reasons set out above, Full Council on 2 March 2023 will be asked to delegate authority to the Corporate Management Committee to make the formal offer of appointment to the preferred candidate.

An indicative timetable for this process has been set out below:

- **21 February 2023** – members of the Appointments Sub-Committee provided with the 'longlist' of candidates and asked to agree the candidates for interview i.e. the agenda for the 1 March 2023 meeting is published.
 - **1 March 2023 at 7.30pm** – the Appointments Sub-Committee to meet to agree the list of candidates for interview.
 - **2 March 2023** – Full Council asked to agree a delegation to the Corporate Management Committee.
 - **6 March 2023** – Appointments Sub-Committee agenda published.
 - **14 March 2023 (all day)** – Appointments Sub-Committee conducts interviews and agrees which candidate it would like to recommend to the Corporate Management Committee for appointment.
 - **23 March 2023 (7.30pm)** – Corporate Management Committee considers the Appointment Sub-Committee's recommendation.
- 2.7 The Chief Executive and Corporate Head of HR have prepared a recruitment pack. A suitable consultant will be appointed in accordance with the Council's Contract Standing Orders. This consultant will be asked to draw up a longlist of candidates and make recommendations for interview by the Appointments Sub-Committee. The Council uses a range of psychometric assessments tools as standard practice for this level of appointment and these tools will be used again as part of the assessment process.

- 2.8 The membership of the Appointments Sub-Committee has to be drawn from the membership of the Corporate Management Committee and must reflect the political balance rules which apply to the membership of Committees. When this previously occurred in 2021, in order to secure compliance with those rules, the membership of the Appointments Sub-Committee was made up as follows:

4 x Conservative Group
 1 x RIRG
 1 x Liberal Democrats
 1 x Labour

- 2.9 The calculations informing these allocations to groups have altered slightly following the election results in May 2022. The Committee is therefore invited to reconsider the political makeup of the Appointments Sub-Committee. Up to date calculations for a sub-committee of 7 have been provided below:

Group	Calculated share of 7 seats
Conservative	4.098
RIRG	1.024
Independent Group	0.512
Labour and Co-Op	0.512
Liberal Democrat	0.512
Green and Independent Alliance	0.341

- 2.10 To ensure the effective use of the Committee's time when this matter is considered, officers encourage political Group Leaders to liaise with each other in advance of the Corporate Management Committee in order to discuss their preferences around the seats to be allocated to political groups and to identify appropriate Members to join the sub-committee.

3. **Policy framework implications**

- 3.1 The Council is required by virtue of the provisions of the Local Government Act 1972 to determine what number of staff it requires in order to discharge its various functions.

4. **Resource implications**

- 4.1 The costs of this process will be met from a combination of existing budgets and the growth bid for the financial year 2023/4.

5. **Legal implications**

- 5.1 Appointments to the post of Assistant Chief Executive are governed by the provisions of Section 7 of the Local Government and Housing Act 1989 (the 1989 Act) (requiring all appointments to be on merit) and the Standing Orders and procedures referred to above.
- 5.2 Under the 1989 Act and relevant regulations, the Appointments Sub-Committee will need to be politically balanced and have sufficient seats to allow for this. The numbers proposed at paragraph 2.13-2.15 satisfy the political balance requirements.

6. **Equality implications**

6.1 Any recruitment exercise undertaken by the Council has to comply with national legislation in respect of equalities legislation.

7. **Environmental/Sustainability/Biodiversity implications**

7.1 None

8. **Other implications (where applicable)**

8.1 None

(To resolve)

Background papers

None stated