

RECRUITMENT PROCESS FOR APPOINTMENT OF NEW CHIEF EXECUTIVE (CHIEF EXECUTIVE - PAUL TURRELL)

Synopsis of report:

To agree the procedure to be adopted for the recruitment of a new 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) the Appointments Sub-Committee receives a report from Tile Hill, the Executive consultants nominated to assist with this appointment, on all applicants and agrees a longlist;
- d) following longlist interviews by a consultant from Tile Hill and an appropriate Technical Assessor, the Appointments Sub-Committee meets to agree a shortlist for interview by the Sub-committee;
- e) Candidates complete psychometric exercises and any other appropriate exercises ahead of the interviews with the Appointments Sub-Committee;
- f) the Appointments Sub-Committee conducts interviews of suitable candidates;
- g) the Appointments Sub-Committee makes a recommendation to Full Council of the candidate they recommend should be offered the role prior to an offer being made to that candidate.

1. Context of report

- 1.1 As Members will be aware the Chief Executive has notified Members of his intention to retire at the end of July, 2023. Under the Council's Constitution, provision is made for the establishment of an Appointments Sub-Committee to interview all shortlisted candidates and make a recommendation to Full Council of the proposed candidate for appointment prior to making an offer to that person.

2. Report and, where applicable, options considered

- 2.1. Following appointment of the Executive recruitment consultants, Tile Hill, the Chief Executive and Corporate Head of HR & OD have met the consultants to discuss a proposed process and timelines for this appointment. The next stage is that a creative advertising campaign is devised to market the role in suitable recruitment media. A microsite is created to market and manage the responses via the Executive Recruitment consultancy. It is intended that the advertising of this role will be accompanied by a short article in the Municipal Journal publicising the role and marketing the attractiveness of Runnymede Borough Council as Council to lead. Normally a Chief Executive role is advertised in appropriate media for approximately one month. During this time it is often advocated that candidates may contact the existing Chief Executive and the Leader on a managed basis to find out more about whether the role is a good 'fit' for them and a suitable career move.
- 2.2. The Executive Recruitment Consultants will also conduct an extensive executive search of potential suitable candidates to attract towards this role.
- 2.3. **Appointment of an Appointments Sub-Committee**

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).

The Council's Constitution is clear that only Full Council may create a subcommittee (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.

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 27 April 2023. This is because of the urgent need to commence the recruitment exercise for a new Chief Executive given the proposed leaving date of the current post holder. 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).

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 new Chief Executive.

- 2.4 In the case of Chief Executive roles, the Appointments Sub-Committee will normally receive a report from the Executive Consultants who will recommend a longlist to be interviewed by themselves and an appropriate Technical Consultant who is normally a retired or current Chief Executive. The Appointments Sub-committee is also supported by the Corporate Head of HR & OD and potentially also the existing Chief Executive.
- 2.5 After the longlist interviews have been completed, the Executive Recruitment consultant prepares a report for the Appointments Sub-Committee recommended proposed candidates for shortlisting, marginal candidates, and those not recommended to be taken forward. The Appointments Sub-Committee then meets to agree a shortlist.
- 2.6 After a shortlist has been agreed, candidates complete appropriate psychometric tests and may also be interviewed by an officer panel of Corporate Heads, and separately by the Leader.
- 2.7 The Appointments Sub-Committee then convenes to conduct interviews of shortlisted candidates assisted by a consultant and/or other appropriate persons who shall act as advisers to the Sub-Committee.
- 2.8 In the case of the appointment of a Chief Executive, the Appointments Sub-Committee puts forward its proposed candidate for the role to a meeting of Full Council who have the final say on approving the appointment. In view of the fact that during the period concerned there are Full Council meetings only on 17th May and 20th July, this may mean that it may be necessary to have a Special Council meeting to approve a selected candidate.
- 2.9 The membership of the Appointments Sub-Committee has to be drawn from the membership of this Committee and must reflect the political balance of the Council. In order to secure compliance with those rules the membership of the Appointments Sub-Committee would be made up as follows:

4 x Conservative Group

1 x RIRG

And members drawn from two of the remaining three political groups represented on the Corporate Management Committee (Independent, Labour and Co-Operative, and Liberal Democrat).

3. Anticipated Timetable

The anticipated timetable for the process is as follows:-

w/c 20 th March	Initiate tailored search and advertising
23 rd April	Closing date
26 th April	Longlisting meeting(with Appointments Sub-committee
w/c 1 st May	Longlisting Interviews by Tile Hill and Technical Assessor
w/c 22 nd May	Shortlisting Meeting(with Appointments Sub-committee)
w/c 29 th May	Due Diligence and background checks
w/c 29 th May	Psychometric tests
Early June	Assessment Day and final Member interviews

4. **Policy framework implications**

- 4.1 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.

5. **Resource implications**

- 5.1 The costs of this process have already been approved by CMC at its meeting in February.

6. **Legal implications**

- 6.1 Appointments to the post of 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.

- 6.2 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 2.7 satisfy the political balance requirements.

7. **Equality implications**

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

8. **Environmental/Sustainability/Biodiversity implications**

- 8.1 None

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

- 9.1 None

(To resolve)

Background papers

None stated