
Report to Council

Date of Meeting: 08th March 2018

Subject: Recruitment of Head of Paid Service (Chief Executive)

Report by: HR Service Manager

1.0 Purpose

- 1.1. This paper invites Council to agree the process for recruitment to the Head of Paid Service (Chief Executive).

2.0 Recommendations

Council is invited to agree:

- (i) that open recruitment is undertaken to fill the position of Head of Paid Service (Chief Executive) on a permanent basis,
- (ii) to establish a politically balanced Appointments Committee* to appoint the Head of Paid Service (Chief Executive),

* note further recommendations on the political balance will be provided following by-election outcome together with details of proposed training for those members who have not undertaken Recruitment and Selection training previously

- (iii) that the existing Head of Paid Service (Chief Executive) oversees this recruitment process and remains in post until the conclusion of permanent recruitment,
- (iv) that an independent adviser, together with the HR Service Manager, be approached and asked to engage with the recruitment process for the permanent position of Head of Paid Service (Chief Executive) to provide professional advice and guidance to the Appointments Committee,
- (v) that the Society of Local Authority Chief Executives in Scotland (SOLACE) undertake the recruitment assessment centre exercise for the permanent position of Head of Paid Service (Chief Executive),
- (vi) the proposed recruitment processes and timeline as presented in Appendix 1.

3.0 Background/Considerations

- 3.1. Section 4 (a) of the Local Government and Housing Act 1989 outlines that it shall be the duty of every relevant authority to designate one of its officers as the Head of Paid Service.
- 3.2. Paragraph 3.10 of the Council's Scheme of Delegation states that the Council will designate one of our officers as the 'Head of Paid Service' (the most senior council officer, also known as the Chief Executive, who is the main adviser responsible for the smooth running of council services.).
- 3.3. In line with the Scheme of Delegation the Council's Appointments Committee, which is established as required, has the delegated authority to appoint chief officers.
- 3.4. The Head of Paid Service (Chief Executive) is a critical post and one which is key to providing leadership and direction to all officers.
- 3.5. Best practice is that the process for appointing a Chief Executive should demonstrate that the Council appoints the best candidate. Given the critical importance of the post of chief executive to the good management of a Council the public are more likely to have confidence that the best candidate has been appointed if the recruitment process is open to all potential candidates
- 3.6. Previous practice within the Council for the permanent recruitment of Chief Officers involves open recruitment via the myjobscotland website, long leeting, Assessment Centre, short leeting and a competency based interview with the Appointments Committee.
- 3.7. Open recruitment should ensure that a wider range of experience, skills and ideas of future change are presented to the Appointments Committee supported by a robust evaluation from an assessment centre.
- 3.8. The existing Head of Paid Service (Chief Executive) will leave the employment of the Authority at the latest during May 2018.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

Financial Details

5.1. The financial implications arising from the recommendations will be the cost of (a) any external advertising (b) the involvement of any independent adviser and (c) expenses incurred through involvement of SOLACE. The costs would be met from within the Chief Executive's allocated budget for professional fees

5.2. Finance have been consulted and have agreed the financial implications
Yes

5.3. *Staffing*

None

5.4. Is this report exempt? Yes (please detail the reasons for exemption below) No

6.0 Exempt Reports

Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

8.0 Equalities Impact

7.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?
Yes No

It is anticipated there will be no adverse impact from the proposals contained in this report.

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Recruitment processes and timetables

11.0 Background Papers

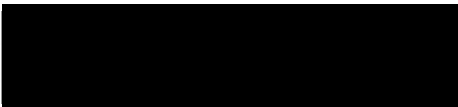
11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Chris Alliston	HR Service Manager	2184

Approved by

NAME	DESIGNATION	SIGNATURE
Elaine McPherson	Chief Executive	

Recruitment Process and Timelines (Subject to Change)

(a) Open Recruitment – permanent recruitment

- Advertisement placed onto the myjobscotland portal allowing a 3 week period for candidates to apply
- The Appointments Committee would be convened no later than 1 week after expression of interest/advertisement closing date for the initial long-leet of candidates
- Successful candidates from the long-leet exercise would be advised and invited to attend an Assessment Centre, which would take place no later than 2 weeks after the meeting of the Appointments Committee
- Elected Members would be invited to meet with candidates during the Assessment Centre process
- The Appointments Committee would reconvene no later than 1 week after the Assessment Centre to agree a final short leet of candidates
- Successful Candidates would again be advised and asked to attend a final competency based interview, which would be held no later than 1 week after the Appointments Committee decision.
- The appointed candidate at the end of the process would be subject to the Council's pre employment checks (if required)

Action	Proposed Date (these are subject to change depending on availability)
Council Agree recruitment proposal	08 th March 2018
Advertisement Placed	09 th March 2018
Application period closes	30 th March 2018
Appointments Committee * – to longleet	05 th April 2018
Candidates advised whether or not progressing to assessment centre phase	05 th April 2018
Assessment Centre including break out session with Elected Members	w/c 16 th April 2018
Appointments Committee – to review assessment centre outputs and agree candidates for final interview	w/c 23 rd April 2018
Appointments Committee – Interview	w/c 30 th April 2018
Successful candidate notified and appropriate employment checks undertaken	w/c 30 th April 2018

* Notification of the meetings of the Appointments Committee would be required to be issued by member services 7 days prior to meeting

