

Report to the Committee for the Appointment of a Chief Executive

Date of Meeting: 16 November 2010

Portfolio: Leader of the Council

Subject: Chief Executive Recruitment Documents and Remuneration

Responsible Officer: Paula Maginnis (Assistant Director (HR) (Tel 01992 564536)

Democratic Services Officer: I Willett (Assistant to the Chief Executive) (Tel 01992 564243)

Recommendation:

- (1) That the job description and person specification is agreed subject to any amendments made by the Committee; and**
- (2) That the agreed job description and person specification is passed to external consultants Hay for evaluation.**

Report:

Introduction

1. At the Council meeting on 27 July 2010 members agreed the terms of reference for the Chief Executive Appointment Committee which included;
 - 'to consider in consultation with the Council's recruitment consultants the person specification, job description and associated matters relating to the recruitment and appointment of the Council's Chief Executive (Head of Paid Service)' and;
 - 'to consider the appropriate remuneration appropriate to the role recommended by the Appointment Committee'.

Job Description, Person Specification and Behaviours

2. A draft job description and person specification is attached for discussion and consideration by the Committee. At the informal briefing of the Committee it was agreed that if a direct appointment is required members would also wish to discuss what behaviours and values the Chief Executive should possess.
3. The conclusion of the discussion will be relayed to Tribal in the form of a very clear brief of the Council's requirements to take forward into the recruitment process.
4. To assist members of the Committee in the discussion a number of values and behaviours have been listed below;

- What Leadership behaviours does the Council require? E.g. adaptability, emotional maturity, leads by example, passionate, determined, visionary.
- What Values should they possess? E.g. integrity, honesty, fairness, compassionate
- What should their Communication style be? E.g. effective listening, decisive, clarity, positive.
- What Personal behaviours are required? E.g. – courage/self-confidence, wisdom, commitment, intuitive

This list is not exhaustive and has been included for the purpose of encouraging discussion.

Job Evaluation

5. As members are aware the Council undertook a major restructure in 2007/2008 which included the senior management team. The Director, Deputy Chief Executive and the Chief Executive posts were evaluated by the Hay Group.
6. The job description and person specification has been amended to reflect the current challenges to public finances, alternative ways of delivering public services and partnership working. The documents may also be amended further subject to these discussions. In addition, the Local Government market has changed regarding Chief Executive salaries therefore it is recommended that the post is evaluated prior to any search and selection activity.

Other Options for Action:

Members can decide not to have the post evaluated but to use benchmark information instead.

Members can decide to use another method of evaluation.

Alternative methods of providing the Chief Executive role are considered in the Discussion Paper.

Resource Implications:

If Hay are to provide the evaluation the cost will be approximately £1,400.00 excluding VAT and can be met from the under spend of the current Chief Executive salary budget. This cost will cover the evaluation and one Pay Benchmark exercise against the national Local Government Market. If the Committee decides it would like to undertake further Pay Benchmark exercises there will be additional costs.