

Report to the Committee for the Appointment of a Chief Executive

Date of Meeting: 19 January 2012

Portfolio: Leader of the Council

Subject: Procurement of Consultancy to assist with the Chief Executive Recruitment Process

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

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

Recommendations:

- (1) That the Committee considers the appropriate way to advertise the Chief Executive role.**
- (2) Subject to recommendation (1) the Committee considers the options for procuring consultancy to assist with the Chief Executive Recruitment Process.**

Report:

Introduction

1. At its meeting in July 2011 the Committee was informed that the Council's recruitment advisers, Tribal, ceased to operate and the Committee would be required to procure new advisers if this service was still required.
2. At this meeting it was agreed that;

'There should be member involvement with the selection process for a recruitment adviser and that the Chairman of the Committee and the Leader and Deputy Leader should deal with these matters.'

'The procurement of consultancy advice should be based on an overall assessment of the suitability of the advisors brought forward not just questions of cost.'

External/Internal Recruitment Campaign

3. The Committee has a number of options if it decides to advertise externally;
 - Using an Agency/consultancy/executive search organisation. There are existing frameworks that the Council can use;
 - Essex County Council

- London Boroughs Recruitment Partnership (will have to pay a fee to join approx £250)

Either method can be with or without a recruitment advertising campaign.

- Advertise and recruit ourselves
 - Advertise and recruit ourselves with assistance from the East of England Local Government Association (EELGA), or the Essex HR Partnership (Vine HR)
4. The Panel can decide to advertise internally only and not use external assistance. However, the Committee may still wish an external organisation to manage the process.

Essex County Council Framework

5. Essex County Council (ECC) has existing Framework Agreement that EFDC can use to procure assistance with recruiting to the Chief Executive role. There are 6/7 organisations on the Framework and to ensure the Council complies fully with its Standing Orders a mini tender exercise would take place between those organisations.
6. ECC can manage this process on the Council's behalf. ECC use this framework on a regular basis for their senior recruitment and are very experienced at drawing down the services. They can therefore provide as much or as little support during this process and would charge the Council approximately £450 per day.
7. ECC would also, at a cost, assist with the administration of the recruitment process. Alternatively, these tasks could be undertaken in house working with the consultants
8. If the lead Committee members wished to 'interview' all the respondents to the mini tender process before making their selection they should obtain advice and guidance from the Council's Finance Officer – Procurement.

London Boroughs Recruitment Partnership

9. The London Boroughs Recruitment Partnership (LBRP) is managed by the London Borough of Sutton and covers two 'lots'. Lot 2 is the executive search contract which is relevant to EFDC.
10. The Council would join the Partnership as an Associate Member at a cost of £250 per annum, which will increase to £500 pa from 1 April 2012. This covers the costs of managing the contract by Sutton Borough Council. (As an Associate Member the Council would receive an element of rebate and have access to Lot 1 which is recruitment advertising).
11. The process for procuring services from this Framework will be similar to that set out above.

EELGA and VineHR

12. If the Committee wished to procure services from EELGA or VineHR the Council's Standing Orders or Essex Procurement Hub procedures would apply. Based on the quote previously provided by Tribal, three quotes would be required as a minimum.
13. EELGA have recently assisted in the recruitment of a number of Chief Executive positions so therefore have the necessary knowledge and experience. Their costs are likely to be very competitive.
14. VineHR would be able to assist internal staff with elements of the process but would not be able to undertake specialist recruitment advertising or pay benchmarking.

Other Options for Action:

The Committee requests information of other Framework Agreements for Executive Recruitment

Resource Implications:

For the 2011/2012 financial year costs incurred for the Chief Officer recruitment process can be met from the Corporate HR Improvement budget. Costs incurred after this date will be met from the Chief Executive salary under spend.