

Report to the Committee for the Appointment of a Chief Executive

Date of Meeting: 19 January 2012

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 be agreed subject to any amendments made by the Committee; and**
- (2) That the Committee considers the options for setting a salary for the Chief Executive role.**

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 were supplied by the previous consultants and are attached at appendix 1 for discussion and consideration by the Committee.
3. Discussions held by the previous Committee concluded that members would discuss and agree the behaviours and values that they require of the Chief Executive. These and the job description/person specification would form part of the brief to the consultants setting out 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 in the report 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 draft job description and person specification have 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 and/or a salary benchmarking exercise is undertaken prior to any search and selection activity or salary benchmarking..
7. The national job evaluation scheme for Chief Officer is an alternative evaluation scheme which the Committee could consider. It incorporates the management elements of the Hay Scheme and factors within the NJC national scheme (i.e. the Green Book). This option is less expensive than Hay, however, the Council's Chief Officer posts have been evaluated using Hay and for consistency purposes the Committee may consider Hay as being more appropriate at this stage.
8. The Committee could decide to use benchmark pay information to set a salary rather than job evaluation if it felt the decision regarding which scheme to use would be more appropriate made by members as part of the senior management review/restructure. If this option was agreed any recruitment adverts/documents would state that the post is likely to be subject to job evaluation as part of a senior management review.

Other Options for Action:

The Committee could substitute the job description and person specification for one of their own.

The Committee could decide to use another method of evaluation.

Resource Implications:

The cost of Hay providing the evaluation will be approximately £1,400.00 excluding VAT. For the 2011/2012 financial year these costs can be met from the Corporate

HR Improvement budget. Costs incurred after this date will be met from the Chief Executive salary under spend.

This cost will cover the evaluation which will include a discussion/meeting with the Leader and one Pay Benchmark exercise against the national Local Government Market (other markets are available). If the Committee decides it would like to undertake further Pay Benchmark exercises there will be additional costs.