

Report to the Overview and Scrutiny Committee



Date of meeting: 17 July 2012

Report of: Assistant to the Chief Executive

Subject: Review of Chief Executive - Appointment Process

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Committee Secretary: Simon Hill (01992 564249)

Recommendations:

- (1) To agree the scope of an Overview and Scrutiny review of the process adopted for the Chief Executive appointment as requested by the Council on 18 June 2012;**
- (2) That consideration be given to the Terms of Reference for this review, the reporting deadline and how it is to be conducted; and**
- (3) That, in the event that the Committee opt to establish a new Task and Finish Panel the following matters be considered in addition to those outlined in Recommendation (2) above:**
 - (a) the number of members to serve on the proposed Panel;**
 - (b) the receipt of nominations for the Panel and appointment of members; and**
 - (c) the appointment of a Chairman and Vice-Chairman of the Panel.**

Report:

Introduction

- 1 On 18 June 2012, the Council requested that Overview and Scrutiny conduct a review of the processes adopted in respect of the recruitment of a new Chief Executive. It should be emphasised that the Council is not seeking a review of the outcome of the recruitment exercise but the processes adopted to achieve an appointment.
- 2 The Council's request follows the review report submitted to the Council on 14 February 2012 by Overview and Scrutiny on senior level appointments within the Council. One of the recommendations of that review was that there should, after every such recruitment exercise, be an opportunity for Overview and Scrutiny to examine how the process was conducted and whether there are any learning points for the future.

3. The Committee needs to consider a number of key aspects of this review as follows:

(a) Written Information on the Recruitment Exercise.

This might include the Task and Finish Panel review, the recruitment pack, recruitment advertisement, details of the recruitment centre, the decision-making process and the provision of external legal and external/internal HR advice;

(b) Feedback on the Processes Adopted/ Consultant Recruitment Advisor

The Committee may wish to consider seeking feedback from members of the Committee, applicants, the Council's recruitment consultant, Messrs (GatenbySanderson) and officers involved in supporting the process. The Committee may also wish to consult all Members of the Council as the appointment of a Chief Executive was a matter reserved to the Council itself rather than being delegated.

The appointment and role of the Messrs GatenbySanderson as the Council's recruitment adviser could also be reviewed.

4. The Committee should also consider how the review is to be conducted. There are a number of options as to how this is to be undertaken:

- (a) by the Committee itself;
- (b) by one of the existing Standing Scrutiny Panels; or
- (c) a Task and Finish Panel established for the purpose.

5. If it is decided to establish a new Task and Finish Panel, the Committee should determine the number to serve on the Panel and to seek appointments at this meeting. A Task and Finish Panel is not subject to pro rata calculations but this requirement does apply to Standing Scrutiny Panels.

6. The Committee should also set a deadline for the submission of a review report to this Committee by reference to one of the future meetings of this Committee namely 4 September 2012, 16 October 2012, 27 November 2012, 29 January 2013, 5 March 2013 or 9 April 2013. At the time of writing, the recruitment is progressing with the preferred candidate. It is suggested that the review should not commence until the formalities have been concluded.

7. The original Task and Finish Panel Review on Senior Management Appointments comprised the following members:

8. K Angold-Stephens (Chairman), R Bassett, Mrs A Grigg, D Stallan and J M Whitehouse.