

# **Cherwell District Council and South Northamptonshire Council**

## **Joint Commissioning Committee**

**1 December 2016**

### **Recruitment of Joint Chief Executive**

#### **Report of Joint Chief Executive and Chief Finance Officer**

This report is public

#### **Purpose of report**

To seek approval to recruit a Joint Chief Executive along with the pay and package to be offered, to consider the recruitment process including the use of search and recruitment consultants.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To agree to the recruitment of a Joint Chief Executive.
- 1.2 To consider the pay and package review and agree any changes to the current terms and conditions.
- 1.3 To note the submissions from the search and recruitment companies and identified preferred bidder and to delegate to the Head of Paid Service or her deputy, in consultation with the Leaders of CDC and SNC, authority to agree the terms of the appointment of the preferred bidder and the associated decisions regarding the finalisation of the material for publication including:
  - i. Job advertisement
  - ii. 'Micro site' domain name, if required
  - iii. 'Micro site' copy, including Leaders' letter of introduction
- 1.4 To note the timescale for the recruitment process and that interim arrangements for the Head of Paid Service, Returning Officer and Electoral Registration Officer positions will be required.

#### **2.0 Introduction**

- 2.1 The post of the Joint Chief Executive will be vacant with effect from 13 March 2017 following the resignation of the current post holder. It is, therefore, necessary to consider recruitment into the vacant post.

### **3.0 Report Details**

- 3.1 The post of Joint Chief Executive (originally referred to as Shared Chief Executive) was created as part of the business case for joint working as approved by CDC and SNC in December 2010. The current post holder started in May 2011 following an external recruitment campaign.
- 3.2 Since then, the majority of the staff employed by CDC and SNC have been moved into joint teams following consideration of each service area on a case by case basis.
- 3.3 The Joint Chief Executive (JCEO) leads the Joint Management Team and also holds three statutory positions for each council namely Head of Paid Service, Returning Officer and Electoral Registration Officer.
- 3.4 There are three options:
  - i. Recruit to the vacant post
  - ii. Cease the joint arrangements and return to separate posts for each Council
  - iii. Consider alternative senior management arrangements
- 3.5 Members are recommended to approve option 1, recruit to the vacant post. When joint working was first established at CDC and SNC, there was a strong sense that it had to be driven “from the top.” Joint working has become the established norm for service delivery and it would not be effective to have the most senior post not working in the same way.
- 3.6 A draft job description (JD) is included at Appendix 1. This is broadly the same as the current JD, with the inclusion of the possible requirement to be appointed as a director on a council owned company or one in which the council(s) have an interest. The competency framework was introduced across both councils earlier this year, setting out the behaviours needed to deliver our current agenda. Each post has a role profile and the one for the JCEO is attached at Appendix 2. This will be used to inform the recruitment and selection process. The draft person specification is attached at Appendix 3. This has been updated to reflect the role profile.
- 3.7 The current post attracts a salary of £131,365, 33 days annual leave and access to the Local Government Pension Scheme. Payments in relation to Returning Officer responsibilities are paid separately and vary in accordance with the type of election. At the March 2016 meeting of the Joint Appraisal Sub Committee, Local Government East Midlands, who act as a facilitator for the JCEO appraisal, were asked to conduct a pay and package review. The outcome of this review will be presented to this meeting for members’ consideration.
- 3.8 Companies that offer an executive search function are normally engaged to recruit to posts at this level. Invitations to quote for the recruitment have been issued and the responses will be presented to the meeting, along with a short presentation from the preferred bidder. Members are asked to give delegated authority to the Head of Paid Service or her deputy, in consultation with the two Leaders, for the terms of the appointment of the successful company and the associated decisions regarding the finalisation of the material for publication, including:

- i. Job advertisement
- ii. 'Micro site' domain name, if required
- iii. 'Micro site' copy, including Leaders' letter of introduction

3.9 An indicative timescale for the recruitment is set out below:

5 December	Finalise appointment of search and recruitment company
6-10 December	Agree advert and candidate brief
14 December – 13 January	Search and advertise vacancy
w/c 30 January	Present recommended longlist to JCC
6-10 February	Longlist interviews conducted by search and recruitment company
w/c 20 February	Present recommended shortlist to JCC
w/c 6 March	Shortlisted candidates interviewed by JCC
w/c 13 March	Special meeting of CDC and SNC Councils to confirm appointment

3.10 It is likely that the successful candidate will need to give a period of notice which typically is three months; therefore, it is unlikely that they would be able to take up their post until June. It will be necessary to make appointments into the Head of Paid Service, Returning Officer and Electoral Registration Officer roles for the period from 13 March until the commencement of the successful candidate. A report will be presented to the February meeting of CDC and SNC Councils seeking approval for these appointments for the interim period.

## 4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that the Committee approve Option 1 so that the issues raised in the report can be dealt with as soon as possible.

## 5.0 Implications

### Financial and Resource Implications

5.1 Comments on the financial and resource implications will follow, once the procurement process for the recruitment process is agreed and the outcomes of the pay and package review are received.

Comments checked by:

Paul Sutton, Chief Finance Officer, 0300 003 0106

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## Legal Implications

- 5.2 The appointment process will have to comply with the Joint Officer Employment Procedure Rules in each Council's constitution. The procedure outlined in paragraph 3.9 above is compliant with the Rules. Formal approval of the appointment of the Head of Paid Service is a matter for each Full Council.

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 0030107  
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## 6.0 Decision Information

### Wards Affected

All

### Lead Councillors

Councillor Barry Wood, Leader, Cherwell District Council  
Councillor Ian McCord, Leader, South Northants Council

## Document Information

Appendix No	Title
Appendix 1	Draft Job Description
Appendix 2	Competency Role Profile
Appendix 3	Draft Person Specification
<b>Background Papers</b>	
None	
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