



COUNCIL - 22ND JULY 2014

SUBJECT: RECRUITMENT OF INTERIM CHIEF EXECUTIVE

REPORT BY: LEADER OF COUNCIL

1. PURPOSE OF REPORT

- 1.1 The Council is required by law to have in place a Chief Executive/Head of Paid Service. On the 23rd July 2013, Council appointed Mr Stuart Rosser as Interim Chief Executive to undertake these duties. At Council on the 10th June 2014, Council approved a process to recruit a successor to Mr Rosser as Interim Chief Executive. This report informs members of the progress made, and the need to consider the recommendation for appointment by the Appointments Committee.
- 1.2 Mr Rosser had notified the Council of his intention not to seek a renewal of his contract, which triggered the need for a replacement. Mr Rosser has recently indicated (as we have identified potential candidates) that he is prepared to bridge the gap between the appointment of a successful candidate, and their ability to physically commence in Caerphilly. This will provide continuity for the Council, if this principle is approved by members.
- 1.3 Members attention is drawn to the fact that this report has been produced as an update prior to the Appointments panel being convened, in order to meet the deadlines for the publication of Council reports. Any factual changes that occur after the circulation of the report will be updated as appropriate at Council on the 22nd July 2014.

2. LINKS TO STRATEGY

- 2.1 It is a legal requirement for a Local Authority to have a Head of Paid Service. In Caerphilly County Borough Council the Head of Paid Service is the Chief Executive and there is no distinction between the two roles.

3. THE REPORT

- 3.1 Following the decision of Council to advertise the post, an advertisement was drawn up for the post of Interim Chief Executive. National advertisements were placed in the Municipal Journal, and through the Guardian Online (Guardian Jobs). The vacancy was also circulated through the WLGA professional networks, and an advertisement placed on the Council's website. This process commenced on the 16th June 2014, with a closing date of the 3rd July 2014.
- 3.2 A reasonable response was received from the advertisement considering the Interim nature of the role – which generated 13 applications. From an analysis of the applications against the Council's requirements in the Job Description and Person Specification, 5 candidates were shortlisted to be brought forward to the recruitment process, and were notified as such.

- 3.3 Candidates were offered the opportunity to meet with the current Interim Chief Executive, the Leader of the Council, Cabinet Member for HR & Governance and the Chief Executive of the WLGA, on the 16th July 2014 as part of an informal process. This would allow the candidates to understand how the role of the Chief Executive operates in Caerphilly, explore the current Welsh Local Government context in which we are operating, and to visit the site at Ty Penallta to view where the role would be based.
- 3.4 This informal stage of the process also allowed officers the opportunity to explore the practicalities around a potential appointment including notice periods, potential start dates, whether this would be as a contractual appointment or a secondment from their existing employer, the need to relocate to the area etc. It also affords the candidate the opportunity to explore the support that would be available from the Council, and to resolve any contractual issues or queries prior to the formal stage of the process.
- 3.5 Prior to the informal stage of the process one of the shortlisted candidates reconsidered their position, and withdrew from the process. This left 4 candidates remaining to progress to the Appointments Committee. The Appointments Committee is scheduled to interview the remaining 4 candidates on the 17th July 2014. The recommendation of the Appointments Committee will be presented to full Council at its meeting on the 22nd July 2014.
- 3.6 Members are requested to note the willingness of the current Interim Chief Executive to support the organisation if there is to be a gap in the successful candidate being able to take up post. This will only be able to be considered once the successful candidate is known, and their ability to commence the post confirmed.
- 3.7 In the event that an appointment is not able to be made by Council following the Appointments Committee process and recommendation, members are reminded that they have previously approved that we would explore the sourcing of a candidate on a contract for services via the WLGA framework.

4. EQUALITIES IMPLICATIONS

- 4.1 All Local Authorities are subject to the public sector equality duty in the Equalities Act 2010. This requires that Local Authorities, "shall, in carrying out its functions, have due regard to the need to promote equality of opportunity between, men and women, persons of different racial groups, and disabled persons and others, respectively".
- 4.2 It must be noted however that the duty is not an absolute one and simply requires the Council to "have due regard" to the need to promote equality of opportunity. An element of balancing the need to promote equality of opportunity with other needs of the Council is therefore permissible.

5. FINANCIAL IMPLICATIONS

- 5.1 The financial implications have already been clearly identified and provided in the report to Council which was approved on the 10th June 2014.

6. PERSONNEL IMPLICATIONS

- 6.1 The personnel implications are included in the report.

7. CONSULTATIONS

- 7.1 All consultation responses are included in the report.

8. RECOMMENDATIONS

- 8.1 Council is asked to note the progress outlined in appointing an Interim Chief Executive.
- 8.2 Council is asked to consider the supplementary report on the outcome of the appointment process including the recommendations of the Appointments Committee (to be prepared and circulated after the Appointments Committee meet on the 17th July 2014).
- 8.3 Council approval is requested to agree an extension to the current contract of the Interim Chief Executive (subject to agreement) to bridge any timing gap in the ability of the candidate appointed to take up the post. In the event that an appointment cannot be made, an extension period may be also appropriate whilst we explore the option of the WLGA framework. Agreement is sought that the decision on the exact length of the extension is delegated to being agreed by the Leader, subject to this not being beyond the 31st October 2014.

9. REASONS FOR THE RECOMMENDATIONS

- 9.1 To ensure the Council complies with the legal requirement to have a Head of Paid Service.

10. STATUTORY POWER

- 10.1 Local Government Act 2000 and the Local Authorities (Standing Orders)(Wales) Regulations 2006.

Author: Gareth Hardacre, Head of Workforce & Organisation Development
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Cllr Keith Reynolds, Leader of the Council
Cllr Christine Forehead, Cabinet Member for HR & Governance
Gail Williams, Interim Head of Legal Services & Monitoring Officer
Steve Thomas, Chief Executive, WLGA

Background Papers
Council Report – 10th June 2014