
PART A

4. RECRUITMENT TO POST OF CHIEF EXECUTIVE (A.12001/RMM/TR)

Purpose of the report

1. Members are asked to:
 - Consider the salary of the Chief Executive post
 - Agree in principle the proposed recruitment process to replace the current post holder
 - Appoint a members' recruitment panel

Key Issues:

Key issues include:

- The salary and role description of the Chief Executive post needs to be reviewed before advertising.
- It is proposed that the recruitment process be delegated to a members' recruitment panel, chaired by the Chair of the Authority, with the remit to bring back a recommendation on the appointment of a new Chief Executive to the Authority meeting on 5 December.

Recommendations

2.
 1. **That the Authority proceeds, having noted the resignation of the current postholder, to appoint to the full time post of Chief Executive, on an updated role description, at a salary grade to be discussed at the meeting when further information will be available**
 2. **That a revised role description be approved by the Head of HR in consultation with the Chair and Deputy Chair of the Authority**
 3. **That the recruitment process outlined in principle and already started under delegated powers be agreed**
 4. **That a Members' recruitment panel be appointed reflecting the different categories of members on the Authority and chaired by the Chair of the Authority – with the remit to recommend to the Authority on 5 December a Chief Executive appointment**

How does this contribute to our policies and legal obligations?

3. The Chief Executive post is the Head of Paid Service and the Authority is required to appoint to this statutory role under Section 4 of the Local Government and Housing Act 1989. Although it is possible to make other arrangements for fulfilling this role e.g. a shared Chief Executive post- this is not proposed and a full time replacement for the current post holder, but on an updated job description, is recommended.
4. Standing Orders require the appointment of the Chief Executive to be made by the full Authority although it can be delegated to a committee or subcommittee (Section 5.5). As part of the appointment process Natural England has to be consulted (Standing Orders 5.1 referring to the requirement of the Environment Act 1995).

5. This post plays a pivotal role in leading the Authority's staff to achieve all our corporate objectives and to rise to future challenges and opportunities.

Background

6. **Chief Executive salary:**

The opportunity has been taken to review the Chief Executive's salary with the objectives of:

- Benchmarking the current salary against the market so that the Authority can consider where it wants to sit in that market in order to attract the best candidate for the post in light of the future challenges and direction of the Authority.
 - Allowing the Authority to consider the impact, on the salary range, of the updated role description which will reflect the changed emphasis of the drive by the Authority to diversify its funding sources and be more commercial.
7. A remuneration report has been commissioned, on the advice of the National Joint Negotiating Committee for Chief Executives, from the Local Government Association (workforce strategy unit). This will be received in time for consideration by Resource Management Team on 2 September. Following that discussion a recommendation or options on the Chief Executive salary will be prepared for this Meeting to be tabled on the day.

8. **Recruitment process:**

Due to the urgency to act the following recruitment process has been put in hand under delegated powers:

- a) Tenders have been sought for a specialist executive recruitment agency to assist with the recruitment. Although the process will remain controlled by the Authority the specialist help will ensure the best candidates possible are attracted and will include support to: promoting the opportunity; searching for potential candidates; presenting a long list of candidates to the members' recruitment panel; promoting the Authority as an employer of choice; finalising a new role description. The closing date for tenders is 8 September and a decision on who to work with will be made during that week.
 - b) The help of two external advisors has been sought: the leadership development consultant who has been working with the leadership team over the last year and has experience of the Authority in this capacity; the Chief Executive of the Lake District National Park Authority which is similar in size and has similar challenges to the Peak District.
 - c) A timeline which is subject to change but includes the provisional mile stone dates of: 17 October closing date of advertisement and candidate search; 24 October shortlisting day; 7 November informal familiarisation day for candidates; 12 November assessment centre; 14 November decision and reference follow up; 5 December recommendation on Chief Executive appointment to the Authority.
9. **Role description:**

There is a need to update the Chief Executive role description to reflect the new drive to diversify the Authority's funding streams and be more commercial. The description will be updated with the help of the external agency and in consultation with the Chair and Deputy Chair of the Authority.

10. Members' recruitment panel:

It has been the practice in the past to delegate the Chief Executive recruitment process to a group of members forming a panel working with the Head of HR. There is the opportunity for a number of members to be involved as the assessment centre will include different assessment modules requiring a number of assessors. It is suggested that the panel is made up of the different categories of members within the membership and is chaired by the Chair of the Authority. The number involved is left for members to decide at the meeting informed by the minimum needed to successfully run the assessment centre (to be advised on the day).

Proposals

11. That members:

- a) Consider the paper to be tabled at the meeting on the salary for the Chief Executive post in advance of the vacancy being advertised
- b) Agree the recruitment process (in principle as may change as we proceed and take advice) which has been initiated
- c) Note that as part of this process the role description for the post will be updated and agreed in consultation with the Chair and Deputy Chair of the Authority
- d) Note the provisional timeline for recruitment and key milestone dates
- e) Appoint a Members' recruitment panel with the remit to bring forward a recommendation on the Chief Executive appointment to 5 December Authority meeting

Are there any corporate implications members should be concerned about?

12. Financial:

It is expected there will be extra costs related to:

- The use of an external agency to assist with recruitment. The amount will be within delegated powers and it is proposed this is funded by the vacancy saving that will accrue by the current post holder working 4 days per week from 30 September, from savings made by a gap between appointments if this happens and as a last resort as a call on the 2014/15 out turn; if possible consideration will be given to finding funds at the Midyear stage in November.
- Any increase in the Chief Executive's salary. This would be a permanent baseline increase if agreed and would have to be funded through the budget planning work which is being undertaken over the autumn in preparation for achieving a balanced budget from 1 April 2015

13. Risk Management:

There are risks that the Authority does not attract suitable candidates for this key post and that the appointment process takes too long. The measures described in this report address these risks.

14. Sustainability:

There are no issues to highlight.

15. Background papers (not previously published)

None

Appendices – None

Report Author, Job Title and Publication Date

Ruth Marchington, Director of Corporate Resources and Theresa Reid, Head of HR, 29 August 2014.