

Appointments Etc Panel

Thursday, 24 August 2017, 11.00 am, The Lakeview Room

		Minutes
Present:		Mr P Denham, Mr S E Geraghty (Chairman), Mr A I Hardman (Vice Chairman), Ms K J May, Mr P Middlebrough, Dr K A Pollock and Mrs E B Tucker
Available papers		The Agenda papers (previously circulated), a copy of which will be attached to the signed Minutes.
1072	Named Substitutes (Agenda item 1)	None.
1073	Apologies and Declarations of Interest (Agenda item 2)	None.
1074	Confirmation of Minutes (Agenda item 3)	RESOLVED: that the minutes of this meeting be circulated to Members of the Panel and be signed by the Chairman in the light of any comments on their accuracy received within 7 days of their circulation.
1075	Recruitment of Chief Executive (Agenda item 4)	<p>The Panel considered the report of the Head of HR & OD which set out the proposed process for recruiting to the statutory post of Head of Paid Service following the departure of Clare Marchant. The Panel had interviewed candidates for the interim role and its recommendation that Steve Stewart be appointed as Interim Chief Executive was agreed by Council.</p> <p>It had been agreed that recruitment to the permanent post would not commence immediately but recommendations put to July Council once an Appointments etc. Panel had debated the different models. Steve Stewart commenced his role as interim Chief Executive on 19 June 2017, on a fixed term contract, for a period of six to nine months whilst the permanent arrangements were agreed and implemented.</p> <p>The Council was required by law to have a Head of Paid Service, appointed by full Council. There was no legal</p>

requirement to have a Chief Executive, but this was the model the Council agreed to retain as its model at the Council meeting on 13 July 2017 following recommendations from the Appointments Etc. Panel meeting on 6 July 2017.

The Council's Chief Executive would also continue to be the statutory Head of Paid Service.

Given the current competitive market for high calibre candidates for the Chief Executive post, careful consideration would be given to the recruitment campaign, which included the shape of the role, the salary, the search process, the candidate field and the selection process.

The proposed re-shaped Job Description (JD) and Person Specification (PS) were considered by the Panel. Both the JD and PS emphasised the strong leadership capability and experience the Council could expect from prospective candidates.

Key requirements as set out in the JD and PS for the role of Chief Executive focused on the successful candidate having an extensive experience in delivery of services including:

- a. Ability to execute change efficiently and effectively in a financially constrained environment;
- b. Ability to shape Worcestershire's future;
- c. Ability to deliver key services based on set requirements;
- d. Provision of efficient services within the medium term financial plan and aligned to the Corporate Plan.

It was agreed to appoint to this post on a 35 hour contract, in line with corporate policy, on a salary range of £154,038 to £173,421 (with the advert stating 'up to £173,421' so as not to discourage any potential candidates at advert stage).

In terms of the recruitment process, it was agreed that long-listing would be done based on:

- a. A first stage sift of applications by the Leader and Deputy Leader of the Council with advice from the Head of Human Resources & Organisational Development (and search partner)
- b. Long-listing interviews of selected candidates

following that first stage sift. The purpose of these interviews would be to further reduce the list of candidates to a manageable number for further interviews (the short list), ensuring that only the most suitable and appointable candidates progressed to the final Panel selection stages.

Recommendations would then be made for a short list of candidates suitable for the Final Panel interview process, which would be decided by a future Appointments Etc. Panel. The process for the final Panel interviews would also be shared with the Appointments Etc. Panel at that meeting for review and approval.

On approval of the short list candidates for final Panel interviews, an assessment process would then be carried out to help inform the final panel interview process. This assessment process would be carried out by the selected search partner, in conjunction with the Head of HR&OD, in order to provide feedback in to the final Panel interviews process.

As a result of a statutory requirement reflected in the constitution, before a formal offer of appointment could be made to the post of Chief Executive/Head of Paid Service, the full Council must approve that appointment. Consequently any offer the Panel may wish to make would be subject to approval by Council.

RESOLVED that

- (a) The revised Job Description and Person Specification for the post of Chief Executive be agreed as set out in Appendix 1 to the report;**
- (b) The Head of HR & OD be authorised, in consultation with the Chairman of the Panel, to commence the recruitment process for seeking suitable applicants for the substantive Chief Executive post, following the outline recruitment process as detailed in the report;**
- (c) The Head of HR & OD, in consultation with the Chairman and Vice-Chairman of the Panel (and advised by any selected search partner) be authorised to invite appropriate candidates to long list interviews undertaken by the Chairman and Vice-Chairman in order to make**

recommendations of a shortlist for final interviews, such shortlist to be agreed and ratified by the Appointments Etc Panel.

The meeting ended at 11.40a.m.

Chairman