

Appointment of Chief Executive

REPORT TO FULL COUNCIL



DATE	06/09/2017
PORTFOLIO	Leader
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PURPOSE

1. To seek ratification of the recommendation from the Appointments Committee regarding the appointment of the Chief Executive/Head of Paid Service following the recruitment and selection process undertaken.

RECOMMENDATION

2. That the Council be asked to:
 - (i) Ratify the recommendation of the Appointments Committee that Mick Cartledge be selected for the position of Chief Executive and Head of Paid Service following the conclusion of the selection process on 24th August 2017;
 - (ii) That the appointment be confirmed and remunerated in accordance with the Council's approved salary level of £107,100 per annum; and
 - (iii) That delegated authority be given to the Leader in conjunction with the Head of People & Development to finalise the arrangements and confirm the start date for the Chief Executive.

REASONS FOR RECOMMENDATION

3. The reasons for the recommendations outlined within this report are as follows:
 - (i) To ensure the Council complies with the requirements of Section 4 of the Local Government and Housing Act 1989 to appoint a Head of Paid Services; and
 - (ii) To ensure that the appointment of the Chief Executive/Head of Paid Services is made on merit as prescribed in Section 7(2) of the Local Government and Housing Act 1989.

SUMMARY OF KEY POINTS

4. Members considered the recruitment to the position of the Chief Executive/Head of Paid Service at the meeting of Council on 12th July 2017 where the Appointments Committee were delegated to undertake the recruitment process in accordance with the Council's Constitution and to make recommendation of the selected candidate to Council.
5. North West Employers Organisation (NWEO) was engaged to provide professional assistance in the recruitment process to the Appointments Committee, alongside the Council's Proper Officer.
6. The post was advertised externally through relevant media and in addition the North West Employers Organisation publicised the vacancy through their networks with the authorities in the North West.
7. A total of 13 applications were received for the position and the Appointments Committee agreed on 18th July 2017 that 7 should be longlisted for the peer assessment, which formed the first stage of the recruitment and selection process on 25th July 2017.
8. The peer assessment was undertaken by the Chief Executive at Preston City Council and the Chief Executive of the NWEO and involved two separate one-hour interviews focusing on different aspects of the person specification, exploring candidates' experience and skills. The in depth interviews were designed to provide the Appointments Panel with more information to consider as part of their deliberations.
9. The Appointments Committee received feedback from the technical assessment at a meeting on 31st July 2017 and agreed that 5 candidates be shortlisted to progress to the Assessment Centre.
10. The Assessment Centre took place on 23rd August and involved a number of panels and exercises designed to test the suitability of candidates for the post. Local education and business leaders also participated in this process. The Assessment Centre was delivered by the NWEO in conjunction with the Council's People & Development Unit.
11. At the end of the day members of the Appointments Committee were provided with feedback from the Assessment Centre. 3 candidates progressed to the final interview stage.
12. The final interviews were held on Thursday 24th August 2017 and candidates were interviewed by the Appointments Committee. Each candidate was also required to give a presentation on a relevant topic prior to their interview. The Committee were advised by the Chief Executive of NWEO supported by the Council's Strategic HR Consultant.
13. Following the conclusion of the interview process the Appointments Committee considered the candidates and it was agreed that Mick Cartledge should be recommended for appointment on the agreed salary of £107,100.
14. Under the Local Authorities (Standing Orders) Regulations 1193 (SI No. 202) in relation to the appointment of the Head of Paid Service, all Executive members of the Council must be given an opportunity to object to the proposed recommendation for the

appointment. This has been undertaken and no objections have been received.

15. The Leader has therefore made a conditional offer of employment to Mick Cartledge subject to ratification by the Council.

16. It is intended that the Chief Executive will commence in the role with effect from 7th September 2017.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

17. The salary applicable to this position is within the budgeted salary range and therefore there are no additional financial implications.

POLICY IMPLICATIONS

18. Under the Council's Constitution (Part 4.8 – Officer Employment Procedure Rules) the full Council will approve the appointment of the Chief Executive/Head of Paid Service following the recommendation of the appointment by the Appointments Committee.

DETAILS OF CONSULTATION

19. Full Council approved the arrangements for the appointment of a new Chief Executive at its meeting on 12th July 2017. As detailed in paragraph 14 Executive Members have been provided with the opportunity to raise any objection to the proposed appointment.

BACKGROUND PAPERS

20. None.

FURTHER INFORMATION

PLEASE CONTACT:

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