

CABINET

17th June, 2008

Cabinet Members

Present:-
Councillor Mrs Dixon
Councillor Foster
Councillor Mrs Johnson
Councillor Lee
Councillor Noonan
Councillor Ridley
Councillor Sawdon
Councillor Taylor (Chair)
Councillor Williams

Non-Voting Opposition

Representatives present:-
Councillor Duggins
Councillor Mutton
Councillor Nellist

Others present: J. Brady (Coventry Teaching Primary Care Trust (for the consideration of the matter dealt with in Minute 19 below)

Employees Present:-

H. Abraham (Head of Democratic Services)
A. Bennett (Assistant Head of Public Protection)
S. Brake (Head of Policy and Business, Community Services)
R. Brankowski (Customer and Workforce Services Directorate)
A. Brown (City Services Directorate)
L. Bull (Acting Director of Community Services)
B. Cocks (City Development Directorate)
F. Collingham (Communications and Media Relations Manager)
L. Commane (Finance and Legal Services Directorate)
H. Cullen (City Services Directorate)
J. Daly (Head of Special Projects Finance)
E. Dewar (Finance and Legal Services Directorate)
T. Ditta (Head of Customer and Support Services, City Services)
D. Elliott (City Development Directorate)
C. Forde (Head of Legal Services)
M. Godfrey (Community Services Directorate)
C. Green (Director of Children, Learning and Young People)
N. Hart (Children, Learning and Young People's Directorate)
B. Hastie (Finance and Legal Services Directorate)
S. Iannantuoni (Acting Head of Human Resources)
P. Jennings (Finance and Legal Services Directorate)
B. Messinger (Director of Customer and Workforce Services)
J. Parry (Assistant Chief Executive)
S. Pickering (Director of City Services)
C. Pullin (Children, Learning and Young People's Directorate)
A. Simpson (Children, Learning and Young People's Directorate)
M. Stedman (City Development Directorate)

C. Steele (Chief Executive's Directorate)
C. West (Director of Finance and Legal Services)
L. Wroe (City Planning Manager)
M. Yardley (Deputy Director of City Development)

Apologies:-

Councillor Sawdon
Councillor Field
S. Manzie (Chief Executive)
J. McGuigan (Director of City Development)

RECOMMENDATION

23. Chief Executive Recruitment and Selection Process

The Cabinet considered a report of the Director of Customer and Workforce Services proposing the arrangements for recruitment to the post of Chief Executive to be filled following the formal notification to the City Council of the resignation of the current Chief Executive (Ms S Manzie) in order to take up the post of Director General (Finance and Corporate Services) for the Scottish Government.

Ms Manzie's last day of service is the 10th August, 2008, with her last working day being the 27th June, 2008.

The recruitment and selection process for the Chief Executive ("Head of the Paid Service") is detailed at Rule 4.8.4.2 of the Council's Constitution and the Director of Customer and Workforce Services is currently undertaking the preparatory work of drawing up the job description, person specification and advertisement requirements.

The report indicated that it is now common practice for senior level posts in large organisations to be handled by a recruitment agency. Although this can be costly, the reasons for doing this are as follows:

- a) To provide "an intermediary" between the employer and the candidate to enable frank discussion about the requirements of both.
- b) To provide external advice on availability of candidates' reward packages etc and undertake a "search" for possible candidates.
- c) To promote the qualities and attractions of the Council to candidates.
- d) To remove some of the organisational aspects of the process.
- e) To "brand" the process as one of a "type" of attractive senior level job.
- f) To provide some external perspective and challenge during the process.

A specification for this work has been drawn up and an invitation to tender has been sent out to six agencies in the market which undertake this type of work, in line with the Council's procurement arrangements.

Following this tendering exercise, SOLACE Enterprises won the contract, subject to approval from the Cabinet to appoint.

The salary of this post has not been reviewed since 2000. As part of the brief for this assignment, the agency has been asked (a) to undertake market research and assess the current salary level of the post to ensure that it will attract suitable candidates and (b) to make any recommendations as appropriate.

Accordingly, the report proposed the engagement of SOLACE Enterprises as external professional advisors to undertake the assignment to assist in the recruitment and selection of the Council's appointment to the Chief Executive post. The estimated cost of this work is approximately £20,000 and it will be monitored and supervised by the Director of Customer and Workforce Services.

Appointments Panel

As regards the appointment of Chief Executive (detailed in Rule 4.8.2 of the Council's Constitution), the report stated that the Appointments Panel for the appointment of the Chief Executive must include at least one member of the Cabinet and will comprise at least the following:

- The Leader and the Deputy Leader of the Council or their respective nominees
- The Chair of the Scrutiny Co-ordination Committee or nominee
- Such other opposition member(s) of Scrutiny to ensure the political balance

The quorum for the Appointments Panel for the Chief Executive will be three members and it is proposed that the Panel will be advised by the Director of Customer and Workforce Services and the above-mentioned external professional advisers from SOLACE Enterprises.

In accordance with Rule 4.8.4.1 of the Constitution, the full Council will approve the appointment of the Chief Executive following the recommendation of the Appointments Panel.

The indicative recruitment timescale in the report proposed the following:

- Following approval of the engagement of the external professional advisors, preparatory work, in conjunction with elected members, to be completed on the job description, person specification, advertisement and overall assignment brief by the 27th June
- Advertisement to appear in national media and trade press in the week commencing the 30th June and/or the 7th July, although this would only be one element of a marketing/attraction campaign

- Report establishing an Appointments Panel to be submitted to full Council on the 30th June
- Closing date for the receipt of applications for the post – 21st July
- Initial assessment and long-listing interviews process to be undertaken by SOLACE Enterprises during the period from the end of July through August.
- Recommended shortlist of candidates to be presented to the Appointments Panel at the beginning of September
- Further assessment/stakeholder involvement in the week commencing the 8th September.
- Final Appointments Panel to meet on the 15th September
- 16th September – Full Council meeting – approval of the appointment
- Anticipated start- date of successful candidate - January 2009

All dates are indicative and will be finalised once the membership of the Appointments Panel has been approved.

As regards the financial implications of the process, the report identified the cost of using SOLACE Enterprises as approximately £20,000 and indicated that, in addition, there would be costs associated with the advertising of the post that would depend upon the media, national press and trade magazines to be used, it being anticipated that this would be in the region of £20,000.

RESOLVED that the City Council be recommended to approve:

- (1) The appointment of SOLACE Enterprises (Society of Local Authority Chief Executives) to act as the professional advisors to the recruitment process.**
- (2) The establishment of the Appointments Panel for the appointment of the Chief Executive as detailed in Section 4.2 of the report submitted.**
- (3) The proposed timetable for the process as detailed in the report.**

Report to

Cabinet
Council

17 June 2008

30 June 2008

Report of

Director of Customer and Workforce Services

Title

Chief Executive Recruitment and Selection Process

1. Purpose

To propose the arrangements to recruit to the post of Chief Executive to be filled following the resignation of Ms S Manzie.

2. Recommendations

The Cabinet is:-

2.1 Recommended to approve the appointment of SOLACE Enterprises (Society of Local Authority Chief Executives) to act as the professional advisors to the recruitment process.

2.2 Recommend that the City Council establish the Appointments Panel for the appointment of the Chief Executive as detailed in Section 4.2.

2.3 Recommended to approve the proposed timetable for the process as detailed in the report.

3. Background

3.1 The Chief Executive, Ms S Manzie, has formally notified the City Council of her resignation to take up the post of Director General Finance and Corporate Services at the Scottish Government.

3.2 Ms Manzie's last day of service is 10 August 2008 with her last working day being 27th June 2008.

3.3 The recruitment and selection process for the Chief Executive "Head of the Paid Service" is detailed in the Council's Constitution, Section 4.8.4.2. The Director of Customer and Workforce Services is currently undertaking the preparatory work of drawing up the job description, person specification and advertisement requirements.

3.4 As Members will know it is now common practice for senior level posts in large organisations to be handled by a recruitment agency. This can be costly but the reasons for doing this are as follows:-

- a) provide "an intermediary" between the employer and the candidate to enable frank discussion about the requirements of both.
- b) provide external advice on availability of candidates' reward packages etc and undertake "search" for possible candidates.
- c) promote the qualities and attractions of the Council to candidates.
- d) remove some of the organisational aspects of the process.
- e) "Brand" the process as one of a "type" of attractive senior level job.
- f) to provide some external perspective and challenge during the process.

3.5 A specification for this work has been drawn up and an invitation to tender has been sent out to 6 agencies in the market who undertake this type of work, in line with the Council's procurement arrangements.

3.6 Following this tendering exercise SOLACE Enterprises won the tender, subject to approval to appoint from Cabinet.

3.7 The salary of this post has not been reviewed since 2000. As part of the brief for this assignment the agency has been asked to undertake market research and assess the current salary level of the post to ensure it will attract suitable candidates and make any recommendations as appropriate.

4. Proposals

External Professional Advisors

4.1 It is proposed to engage SOLACE Enterprises to undertake the assignment to assist in the recruitment and selection of the Council's appointment to the Chief Executive post. The estimated costs for this work is approximately £20,000. This work will be monitored and supervised by the Director of Customer and Workforce Services.

Appointment Panel

4.2 The appointment of Chief Executive is detailed in the Council's Constitution at paragraph 4.8.4.2:

The Appointments Panel for the appointment of the Chief Executive must include at least one Member of the Cabinet and will comprise at least the following:-

- the Leader and the Deputy Leader of the Council or their respective nominees;
- the Chair of the Scrutiny Co-ordination Committee or nominee;
- Such other Opposition Member(s) of Scrutiny to ensure the political balance.

The Quorum for the Appointments Panel for the Chief Executive will be 3 Members.

It is proposed that the Appointments Panel will be advised by the Director of Customer and Workforce Services and external professional advisers from SOLACE Enterprises.

In accordance with the Constitution at paragraph 4.8.4.1 the full Council will approve the appointment of the Chief Executive following the recommendation of the Appointments Panel.

4.3 Indicative Recruitment timescale

- Following approval of the external professional advisors, preparatory work in conjunction with elected members, to be completed on the job description, person specification, advertisement and overall assignment brief to be completed by 27 June
- Advertisement to appear in national media and trade press week commencing 30 June and or 7 July, although this would only be one element of a marketing/attraction campaign
- Report establishing an appointments panel – 30 June Council
- Closing date for the post 21 July
- Initial assessment and longlisting interviews process undertaken by SOLACE Enterprises during the period end July / August.
- Recommended shortlist of candidates presented to the appointments panel beginning of September
- Further assessment/stakeholder involvement week commencing 8 September.
- Final member Appointments Panel 15 September
- 16 September - Council meeting – approval of the appointment
- Anticipated start date of successful candidate January 2009

All dates are indicative and will be finalised once members of the Appointments Panel have been approved.

5. Other specific implications

	Implications (See below)	No Implications
Best Value		√
Children and Young People		√
Climate Change & Sustainable Development		√
Comparable Benchmark Data		√
Corporate Parenting		√
Coventry Community Plan		√

	Implications (See below)	No Implications
Crime and Disorder		√
Equal Opportunities	√	
Finance	√	
Health and Safety		√
Human Resources	√	
Human Rights Act		√
Impact on Partner Organisations		√
Information and Communications Technology		√
Legal Implications		√
Neighbourhood Management		√
Property Implications		√
Race Equality Scheme		√
Risk Management		√
Trade Union Consultation		√
Voluntary Sector – The Coventry Compact		√

5.1 Financial Implications

The costs of using SOLACE Enterprises will be approximately £20,000. In addition there will be costs associated with the advertising of the post which will depend upon the media, national press and trade magazines to be used, it is anticipated that this will be in the region of £20,000.

5.2 Human Resources/Equal Opportunities

The recruitment process will be undertaken in accordance with the procedures in the Council's Constitution for the recruitment of the Council's Chief Executive and in accordance with the Council's HR and equalities policies.

6. Monitoring

Costs of the external consultants will be monitored by the Director of Customer and Workforce Services.

7. Timescale and expected outcomes

Contained within the report.

	Yes	No
Key Decision		✓
Scrutiny Consideration (if yes, which Scrutiny meeting and date)		✓
Council Consideration (if yes, date of Council meeting)	✓ 30 th June 2008	

List of background papers

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Director of Customer and Workforce Services

(Any enquiries should be directed to the above)

Other contributors:

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Papers open to Public Inspection

Description of paper

Location