

Report to Council

Subject: Appointment of Chief Executive

Date: 8 August 2018

Author: Director of Organisational Development & Democratic Services

Purpose of the Report

- 1.1 To seek approval for the appointment of a new the Chief Executive following a recruitment and selection process.

Background

- 2.1 On 23 May 2018, Appointments and Conditions of Service Committee (“ACSC”) agreed that the post of Chief Executive should be filled through open and external competitive process. SOLACE was engaged to provide professional assistance in the recruitment process.
- 2.2 The post of Chief Executive was advertised externally. Of the 26 applicants 12 were interviewed as part of a first stage process undertaken by SOLACE and a qualified Technical Assessor. The selection process at this long-list stage assessed skills, background and knowledge to determine core suitability to undertake the role and also assessed candidates on their “values fit” for our organisation.
- 2.3 Six candidates were brought forward to the shortlist assessment and interview stage. These candidates were invited to attend an Assessment Centre day at the Civic Centre on 23 July. The Assessment Centre involves a number of panels and exercises designed to test the suitability of the candidates for the post. At the end of the day, members of ACSC agreed that four candidates should progress to the final interview stage.
- 2.4 ACSC formally interviewed the candidates on 24 July and following consideration of the interview process, ACSC agreed that Karen Bradford should be recommended for appointment as Chief Executive and designated as Head of Paid Service, Returning Officer and Electoral Registration Officer. A provisional offer of employment has been made, subject to Council approval.
- 2.5 Under the Standing Orders relating to Staff, prior to the appointment of the Head of Paid Service, the Monitoring Officer must give all executive

members the opportunity to object to the proposed recommendation of the appointment. The Monitoring Officer has notified all members of Cabinet and has received no objections.

- 2.6 Members will recall that interim arrangements were agreed at Council on 18 July 2018 and these will cease when Karen Bradford takes up the post.

Proposal

- 3.1 It is proposed that Karen Bradford be appointed as Chief Executive and formally designated as Head of Paid Service, Returning Officer and Electoral Registration Officer; and the appointment shall be subject to the usual 6 month probationary period.
- 3.2 Following Council approval of the appointment, a start date will need to be agreed. It is proposed that the Service Manager: Organisational Development in consultation with the Leader be authorised to agree a mutually convenient start date.

Resource Implications

- 4.1 At its meeting on 23 May 2018, Appointments and Conditions of Service Committee reviewed the salary of the post of Chief Executive and approved the application of a new three-point increment scale of £108,000 - £110,000 - £112,000 to be applied from the point of selection of a new Chief Executive. At the top of the grade this represents an additional budget requirement of £12,500 per annum including employee related overheads, when compared to the current annual budget for the previously applied grade for the role. Budgets will initially be established on the basis of the starting salary agreed for the role and increased in accordance with the agreed incremental progression.

Recommendations

It is recommended that:

- 5.1 Karen Bradford be appointed as Chief Executive and formally designated as Head of Paid Service, Returning Officer and Electoral Registration Officer;
- 5.2 the additional annual ongoing budget requirement of £12,500 for the application of the new salary scale at the top of the grade be approved;
- 5.3 the appointment shall be subject to the usual 6 month probationary period; and
- 5.4 the Service Manager: Organisational Development in consultation with the

Leader be authorised to agree a start date.

Appendices

6.1 None.