

Public Document Pack



To: Councillor John Stewart, Convener; and Councillors Allan, Clark, Cormack, Crockett, Dean, Fletcher, Kiddie, McDonald, May, Kevin Stewart, Wisely and Young.

Members are reminded that substitutes are permissible and should be used if necessary.

Town House,
ABERDEEN, 8 September 2010

URGENT BUSINESS COMMITTEE

The Members of the **URGENT BUSINESS COMMITTEE** are requested to meet in Committee Room 2 - Town House on **MONDAY, 13 SEPTEMBER 2010 at 4.30 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

- 1 **Post of Chief Executive - Recruitment and Selection Process - Joint report by Head of Legal and Democratic Services and Head of Human Resources and Organisational Development** (Pages 1 - 4)

Should you require any further information about this agenda, please contact Martyn Orchard 01224 523097 or email morchard@aberdeencity.gov.uk

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Urgent Business Committee
DATE	13 September 2010
LEAD OFFICERS	Jane MacEachran and Ewan Sutherland
TITLE OF REPORT	Post of Chief Executive – Recruitment and Selection Process
REPORT NUMBER:	OCE/10/016

1. PURPOSE OF REPORT

To seek approval to establish an Appointment Panel and to secure the external support for the purposes of recruiting to the post of Chief Executive.

2. RECOMMENDATION(S)

That the Committee agrees, subject to the confirmation of a vacancy –

- (1) to establish an Appointment Panel, to be chaired by the Lord Provost, and comprising 9 further members (3+3+2+1), to appoint to the post of Chief Executive
- (2) to delegate powers to the Appointment Panel to agree the detail of the recruitment process, recruitment timeline, final job description and person specification, and the remuneration package for the post;
- (3) that Munro Consulting be appointed as recruitment consultants through the shared framework agreement, for the purposes of recruiting to the post of Chief Executive;
- (4) that the first meeting of the Appointment Panel be on Monday 20 September 2010 at 11.00am;
- (5) to note the outline job description and person specification for the post, attached as appendices to this report, to be approved after any amendment deemed necessary by the Panel at its first meeting; and
- (6) to delegate powers to the Appointment Panel to agree the arrangements for filling the post on an interim basis prior to the successful candidate taking up the post, should this be required.

3. FINANCIAL IMPLICATIONS

The recruitment and selection costs will be provided to the first meeting of the Appointment Panel. At this stage it is considered that these costs can be met from the budget established for Chief Officer recruitment and selection (including costs of external support drawn down through the framework agreement, if agreed).

4. OTHER IMPLICATIONS

The subject matter of the report has fundamental implications across all of the Council's activities.

5. BACKGROUND/MAIN ISSUES

5.1 **Background** – It is expected that there will be a requirement for the Council to appoint a new Chief Executive as Sue Bruce has indicated her intention to leave to take up the position of Chief Executive with the City of Edinburgh Council, subject to confirmation of the offer of post. This is likely to be confirmed by that local authority on 16 September. Standing Order 47(2) states that the Chief Executive of the Council shall be appointed by an Appointment Panel, reflecting the political balance of the Council and chaired by the Convener of the Finance and Resources Committee or such member as may be determined.

5.2 **Composition and chairing arrangements** - In accordance with previous practice in recruiting to the post of Chief Executive, it is proposed that the Appointment Panel be chaired by the Lord Provost. The composition of the Panel should be the Lord Provost, 3 Liberal Democrat, 3 SNP, 2 Labour and 1 member to be drawn from the Aberdeen Conservative group, the Conservative group or the independent members. Names should be notified to officers as soon as possible, as it is proposed that the first meeting of the Panel be held on 20 September.

5.3 **Delegation of powers to Panel** - In the interests of accelerating the recruitment process, it is suggested that powers be delegated to the Appointment Panel to agree the timeline and detail of the recruitment process, the remuneration package, and the job description and person specification for the post. The Appointment Panel will be advised by the current Chief Executive during the recruitment process and it is recommended that the services of Munro Consulting be secured through the shared framework agreement to provide the Panel with external recruitment expertise.

5.4 **Timeline** - For the information of members, the timeline is approximately as undernoted, although this will be confirmed by the Panel:-

20 September	Appointment Panel meets to agree job description, person specification and remuneration package
24 September – 18 October	Post advertised
Week commencing 25 October	Appointment Panel meets to agree a shortlist of candidates
Week commencing 8 November	Assessment Centres
Week commencing 15	Appointment Panel meets to interview

November	candidates
-----------------	------------

5.5 **Recruitment process** – The Panel will be asked to make decisions as to the use of stakeholder assessment centres/competence testing for candidates, the venue to be used for candidate interviews given that venues used in the past have not been considered ideal, and the arrangements for the holding of candidate lunches, as well as other aspects of the recruitment process. A meeting of the Appointment Panel was held on 28 June 2010 to discuss the recent recruitment process for Heads of Service, and the Panel agreed that certain aspects of that process should be reviewed by the Head of Human Resources and Organisational Development. The Panel should have regard to this review when approving the recruitment process for the post of Chief Executive, and the Head of Human Resources and Organisational Development will provide advice on this as appropriate. Sue Bruce will act as professional adviser to the Panel.

5.6 **Remuneration package/job description and person specification** – It is proposed to authorise the Appointment Panel to agree the remuneration package for the post, as well as the job description and person specification. These will be under the consideration of the Panel at its first meeting. The outline job description and person specification are attached to this report.

6. IMPACT

As with paragraph 4 above the subject matter of the report impacts across the Council's entire business and service planning landscape and given the profile and importance of the post the report is likely to be of great public interest both within and outwith the City.

7. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

Jane MacEachran, Head of Legal and Democratic Services
email: janem@aberdeencity.gov.uk
Tel 01224 522084

Ewan Sutherland, Head of Human Resources and Organisational Development
email: esutherland@aberdeencity.gov.uk
Tel: 01224 522192

This page is intentionally left blank