

MANAGEMENT ARRANGEMENTS

Executive Summary

This report sets out the proposed recruitment arrangements for the roles of Chief Executive and Director of Planning from April 2021 upon termination of the existing Chief Executive fixed term contract of 31 March 2021 and the retirement of the Deputy Chief Executive at the same date.

Recommendations

The Executive is requested to:

RESOLVE That

the recruitment arrangements set out in the report be approved.

Reasons for Decision

Reason To make the necessary arrangements for the recruitment of two members of the Corporate Management Team.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers:	None.
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Management Arrangements

1.0 Introduction

- 1.1 The contract of employment of the Chief Executive ends on 31 March 2021. The Deputy Chief Executive is due to retire on 31 March 2021.
- 1.2 This report proposes arrangements for recruiting a new Chief Executive and a new Director of Planning (The Deputy Chief Executive role is personal to the current incumbent).
- 1.3 The Leader of the Council briefed the Leaders Group on these proposed arrangements.

2.0 Job Roles

- 2.1 The job descriptions and roles maps for each role will be updated in preparation for recruitment. The Leaders Group will be consulted on the drafts with the final versions being formally approved by the Chief Executive in consultation with the Leader of the Council and the Portfolio Holder.

3.0 Proposed Recruitment Arrangements

- 3.1 Recruitment consultants will assist in the recruitment for the two Corporate Management Team roles. A short list of consultants to be invited to submit proposals is set out below-
 - Gatenby Sanderson
 - Jobs Go Public
 - Osbourne Thomas
 - Penna
 - Tile Hill
- 3.2 The Head of Human Resources will obtain proposals and the Chief Executive will select the consultant in consultation with the Leader of the Council and the Portfolio Holder.
- 3.3 The recruitment consultant will run the recruitment exercise and determine a list of up to five candidates for each role for review.
- 3.4 The review process will engage Members widely in a series of activities that will be shaped by the recruitment consultants.
- 3.5 Upon completion of the interviews and engagement exercises final recommendations on the appointments will be submitted to Council for approval.

4.0 Timetable

- 4.1 The detailed recruitment timetable will be finalised when the recruitment consultant is appointed. The outline timetable is-
 - Appointment of Recruitment Consultant by 30 September 2020;
 - Advertisement of roles by 16 October 2020;
 - Run recruitment process until 30 November 2020;
 - Special Council Meeting to be scheduled late December or early January.

5.0 Implications

Financial

- 5.1 The costs of the recruitment will be met through existing recruitment budgets.

Management Arrangements

Human Resource/Training and Development

- 5.2 Existing resources will be used to support the recruitment process but the majority of the detailed work will be undertaken by the recruitment consultant.

Community Safety

- 5.3 There are no community safety issues raised by this report.

Risk Management

- 5.4 There are no risk management issues raised by this report.

Sustainability

- 5.5 There are no sustainability issues raised by this report.

Equalities

- 5.6 The recruitment process will comply with all equality obligations.

Safeguarding

- 5.7 There are no safeguarding issues raised by this report.

Confidentiality

- 5.8 The recruitment details and the details of candidates will remain confidential. The meetings of Members and of the Council to determine the appointments will be confidential. All details, will be permanently confidential.
- 5.9 The names of the successful candidates and relevant career details will be published following the signing of employment contracts.

6.0 Consultations

- 6.1 The Leaders Group was consulted on the submission of this report to the Executive.

REPORT ENDS