

<b>Meeting:</b>	Employment Panel
<b>Meeting date:</b>	20 <sup>th</sup> September 2022
<b>Title of report:</b>	Recruitment of a new Chief Executive
<b>Report by:</b>	Cllr. Eamonn O'Brien, Leader of the Council
<b>Decision Type:</b>	Non Key Decision
<b>Ward(s) to which report relates</b>	All

## **EXECUTIVE SUMMARY**

The Council's Chief Executive has indicated his intention to retire in March next year after forty five years in public service and over four years as the Council's Chief Executive. This report sets out the proposed arrangements for the recruitment of a new Chief Executive.

## **RECOMMENDATION(S)**

The Employment Panel is asked to:

1. Note the proposed timeline for the recruitment to a new Chief Executive
2. Note the proposed revised Chief Executive's Job Description
3. Agree the proposed suspension of Council Standing Orders in relation to the membership of the Chief Executive appointment panel.
4. Agree the suggested Membership as set out in section 2 of this report.
5. Update the Employment Panel Terms of Reference to include a section on Chief Executive recruitment, details of which will be presented at the next meeting of the Employment Panel

## **KEY CONSIDERATIONS**

### **1. Overview**

The role of Chief Executive is the Council's most senior Officer and the Head of Paid Service. As set out in Part 4, Section 8 of the Council's Constitution (the Officer Employment Procedure Rules) confirmation of the appointment of the Head of Paid Service is a matter for full Council, following the recommendation of a sub-group of the Employment Panel (the Appointment Panel) with the Leader of the Council as a full member of the Appointment Panel.

The proposed leaving date for the current Chief Executive gives Members the opportunity to secure a new appointment prior to the current incumbent's departure. The intention is to progress, at pace, with an extensive search and selection process to identify and appoint a new Chief Executive with the required skills, experience and values to lead Bury in the delivery of the 2030 Strategy, Let's Do It.

Following a period working as joint Chief Executive of the Council and Accountable Officer of Bury CCG the Chief Executive became the Place Based Lead for Health and Care in Bury on 1 July 2022 as part of the Greater Manchester implementation of the national NHS structural reforms. The intention is that the new Chief Executive will continue in this joint role. In support of this, colleagues from NHS Greater Manchester will be involved in the appointments process, as well as key NHS leaders from the Bury locality. The intention would then be that the successful candidate is proposed to Bury's Locality Board and NHS Greater Manchester as the replacement Place Based Lead. – Continuity here is crucial in order for Bury to continue to maximise the opportunities available from health and care integration across the borough.

The new Chief Executive will join a very different Council to that which the incumbent joined four years ago. As well as the significant progress with health and care integration, this period has seen the development of Bury's 2030 community strategy, Let's Do It, and the successful commencement of a circa. £0.25billion regeneration programme across the borough which provide a solid foundation for the new Chief Executive to deliver upon as well as a strong legacy for the current Chief Executive. The challenges facing the authority are, however, no less significant. As well as delivering on this ambitious agenda the new Chief Executive must lead the Council through perhaps its most challenging ever financial period whilst driving forward the improvement of our Children's Social Care and SEND provision and supporting Bury people through the current cost-of-living challenges. It is crucial therefore that we identify the right individual to undertake this role.

The Chief Executive's Job Description has been revised to take account of this new context and the proposed job description is appended to this report. The intention is to advertise the post within the existing salary band from £182,770 to £189,883. This remuneration level has been reviewed against Chief Executive salaries across Greater Manchester and remains appropriate to secure strong candidate field.

## **2. Recruitment and Selection Process**

Given the importance of this role and the need to attract the best possible candidate field the intention is to engage an expert recruitment partner to support the process and the Council is currently out to market to engage a partner through the Local Government Resourcing Partnership framework. Once appointed, this partner will work alongside the Director of People and Inclusion to deliver a comprehensive search and selection process. The headline timeline is summarised below.

- Recruitment Partner Appointed – 28/09/22
- Post open for applicants – 14/10/22
- Post closes – 04/11/22
- Longlist Agreed – 09/11/22 (Chair of Appointment Panel outside of committee)
- One-to-one discussions with the Leader – W/B 14/11/22
- Technical Assessment – W/B 14/11/22 (Recruitment Partner and a serving or former Chief Executive)
- Shortlist Agreed – 23/11/22 (Appointment Panel)
- Psychometric testing and one-to-one discussions with the Chief Executive of NHS Greater Manchester – W/B 28/11/22
- Assessment Centre and Interviews – 05/12/22 and 06/12/22 (Stakeholder engagement and final interview)
- Confirmation by full Council – 07/12/22

Should a candidate be appointed who is required to serve a three month notice period, this timeline should enable them to join Bury without the need for interim arrangements. In order to accommodate for this timeline the Mayor has agreed that the Council meeting currently scheduled for 23<sup>rd</sup> November be delayed by two weeks and moved to 7<sup>th</sup> December.

The details of the final assessment centre process will be developed in collaboration with the Council's appointed recruitment partner but will likely include a range of elements such as:

- Engagement with the current Council Executive Team
- Stakeholder discussions with key public, private and voluntary sector partners

- Engagement with a staff stakeholder panel and with the Trade Unions
- An opportunity to visit different areas of the borough, including our major regeneration areas
- An opportunity to engage with all elected Members.

Feedback from these various interactions will be provided to the Appointment Panel to inform their final recommendation to Council.

The Employment Panel Terms of Reference set out that:

*‘A politically balanced 6 member panel will be convened to fulfil the employment functions [of the panel], the 5th/and if necessary 6th member will be the Cabinet Member(s) with responsibility for the portfolio area under consideration or their appointed deputy’.*

In order to provide a diverse panel and ensure appropriate representation the suggestion is that Employment Panel agree to expand this to a 7 Member panel for this appointment. The proposal is that the panel would consist of:

1. The Cabinet Member for Corporate Affairs and HR / Chair of the Employment Panel (Appointment Panel Chair)
2. The Leader of the Council
3. The Deputy Leader of the Council (Employment Panel Member)
4. One further Cabinet Member to be nominated by the Leader and co-opted to the Employment Panel for the purposes of this appointment
5. The Leader of the Conservative Group (Employment Panel Member)
6. One further Conservative Member to be nominated by the leader of the Conservative Group and co-opted to the Employment Panel for the purposes of this appointment if not already a member
7. The leader of the Radcliffe First group (to be co-opted to the Employment Panel for the purposes of this appointment)

The Chief Executive of NHS Greater Manchester will also be invited to attend the Panel and contribute to discussions given the proposal that the successful candidate is proposed as Bury’s Place Based Lead for Health and Care.

Subject to Employment Panel’s agreement of this report meeting dates will be scheduled as soon as possible.

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## **OTHER ALTERNATIVE OPTIONS CONSIDERED**

The Council is required to have a Head of Paid service. Engaging a new Chief Executive is crucial to the continued success of the authority and delivery of our Corporate Plan and the Bury 2030 strategy

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## COMMUNITY IMPACT / CONTRIBUTION TO THE BURY 2030 STRATEGY

The new Chief Executive will be crucial to leading the delivery of the Bury 2030 strategy both in terms of the Council-led elements of this programme but also in building the wider necessary community partnership and relationships which will be essential.

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### EQUALITY IMPACT AND CONSIDERATIONS:

*Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:*

*A public authority must, in the exercise of its functions, have due regard to the need to*

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

*The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.*

<b>Equality Analysis</b>	Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.
This report does not propose any policy changes. The recruitment process for the new Chief Executive will be conducted in accordance with the Council's Recruitment and Selection Policy which has been appropriately assessed in relation to equality. – The importance of inclusion is emphasised within the Chief Executive's Job Description and the Council's desire to attract a diverse candidate pool has been emphasised in the procurement process to recruit a specialist partner for the process.	

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**ASSESSMENT OF RISK:**

Failure to secure a suitable candidate field will pose a risk to the Council in ensuring stable leadership. This risk is mitigated by investment in a strong campaign and selection process to attract a high quality field and recruit a strong leader.

**CONSULTATION:**

N/A

**LEGAL IMPLICATIONS:**

This report sets out the proposals for the recruitment of the Chief Executive, the report makes officer recommendations in respect of the Panel. If Members are minded to agree they are requested to agree to the suspension of standing orders and that a revised terms of reference for the officer employment rules (section 8 – Officer employment procedure rules) is brought to the next meeting of the Panel.

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**FINANCIAL IMPLICATIONS:**

The salary proposed is in line with the current salary and as place based lead there is also a contribution from the NHS to this salary. Funding for the recruitment partner to support this process has been identified from with the workforce development reserve.

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**REPORT AUTHOR AND CONTACT DETAILS:**

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