

Agenda Item 9.

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| TITLE | Recruitment of Chief Executive |
| FOR CONSIDERATION BY | Personnel Board on 19 June 2018 |
| WARD | None Specific |
| DIRECTOR | Chief Executive - Interim Manjeet Gill |

OUTCOME / BENEFITS TO THE COMMUNITY

To ensure that we are best placed to appoint the best possible Chief Executive for Wokingham.

RECOMMENDATION

Members are recommended to:

- 1) Review the current market data for Unitary Chief Executives in the South East and agree revised salary range.
- 2) Review the draft Job Description and Person Specification.
- 3) Agree the commencement of a permanent recruitment campaign on the proposed compensation package and job description.
- 4) Note the timescales for any recruitment process.
- 5) Agree the extension of Manjeet Gill's contract to 31 March 2019.

SUMMARY OF REPORT

Penna have been appointed as the Executive Search firm to support us in the search for our new Chief Executive and they have advised a review of the salary as this is low in the market which has moved on since the salary range was agreed in June 2017.

Further work has is also underway with Members on the strategic priorities for the Council and as a result an amended Job description is being developed for Personnel Board approval.

Personnel Board are asked to support both amendments to salary and job description and note that Penna will commence the advertising and search. As a result, it is unlikely that a new Chief Executive will commence employment until January 2019 earliest and Personnel Board are requested to extend Manjeet Gill's interim contract to 31 March 2019.

Background

The Chief Executive, Andy Couldrick, submitted his resignation and Manjeet Gill has been Interim Chief Executive since his departure.

Analysis of Issues

Current Market Data

In the year since the Personnel Board agreed the salary range for appointing a new Chief Executive, the market has moved significantly. Appendix 1 provides current market data in relation to Unitary Authorities in the South East of England and compares it to the same point in time in 2017. It should be noted that we are the only local authority to have an element of Performance Related Pay in our Chief Executive pay. Personnel Board may therefore wish to consider either:

- a) £160,000 - £170,000 pay range without PRP, or
- b) £150,000 - £160,000 with potential to earn a further 10% through PRP (165,000 – 176,000 On Target Earnings). Historically payment has averaged at 7% which would equate to total compensation range of £160,500 - £171,200.

Job Description and Person Specification

Since June 2017 and the previous recruitment campaign, further work has been undertaken on the strategic priorities for the next 5 years and Members will have the opportunity to shape the job description. The proposal will be set out at Personnel Board and reviewed. However, it should be noted that there may be a need to undertake further consultation with Members and that a further Personnel Board may be required to conclude this piece of work.

Commencement of recruitment campaign and timings

Subject to agreement of points 1 & 2, Members are asked to agree the commencement of the recruitment campaign. The draft timelines are in Appendix 2 and the process would be:

- (a) The Executive Search Agency will review applications received and prepare a 'long-list' recommendation for Personnel Board's consideration
- (b) A shortlist pack (with recommendations) will be produced for Personnel Board consideration
- (c) Personnel Board will select their preferred candidate following a rigorous assessment and interview process.
- (d) Recommendation to Full Council

The process is likely to take up to 3 months to arrive at preferred appointment, plus the notice period the candidate has to serve, typically 3 months.

Extension of Interim Chief Executive fixed term contract

It is likely, with this timeline that the new Chief Executive will be in post early January at the earliest. Manjeet Gill, the current Interim Chief Executive is on a Fixed Term

contract which expires on 7 September 2018. Personnel Board are therefore asked to confirm the extension of the fixed term contract to 31 March 2019 on the understanding that if we are able to bring a new Chief Executive on board before then, that early notice will be issued. As the Interim Chief Executive will have been in post for more than a year, the 'Transfer Fee' becomes payable to Solace, which at Personnel Board's request on 6 February 2018, was negotiated down from £9,000 to £7,000 in the occurrence of this event.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

| | How much will it Cost/ (Save) | Is there sufficient funding – if not quantify the Shortfall | Revenue or Capital? |
|-----------------------------------|-------------------------------|---|---------------------|
| Current Financial Year (Year 1) | a) £15,775 b) £15,970 | No – total cost | Revenue |
| Next Financial Year (Year 2) | a) £35,100 b) £35,800 | No – total cost | Revenue |
| Following Financial Year (Year 3) | a) £35,100 b) £35,800 | No – total cost | Revenue |

Other financial information relevant to the Recommendation/Decision

Part year cost a combination of increased salary budget and the £7,000 transfer fee

Cross-Council Implications

n/a

Reasons for considering the report in Part 2

n/a

List of Background Papers

Chief Officer Benchmarking data

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