1. **RECOMMENDATIONS**

1.2. The Appointments Committee recommends that:-

   i) Council ratifies the appointment of Mr. James Taylor as Chief Executive and that Mr Taylor be remunerated at the maximum of the salary scale applicable to the post (£130,000 per annum),

   ii) Council agrees that as a new Chief Executive Mr. Taylor undertakes a suitable Chief Executive development programme and that he be allocated a Chief Executive mentor to assist his development into the role,

   iii) Council agrees to delegate authority to the Leader and Chair of Employment Committee to agree the start date for Mr. Taylor once all details have been finalised,

   iv) Council notes the decision of the Employment Committee that Mr. A Zuntz be appointed to act as Chief Executive and be authorised to undertake all the duties of this role pending Mr Taylor taking up post. Mr Zuntz to be paid an honorarium for these additional duties as set out within paragraph 5.11 of the report.

2 **REASONS FOR RECOMMENDATION**

2.1 The reasons for the recommendations within this report are as follows:-

   a. in accordance with the Councils Officer Employment Procedure Rule 3 which form part of the Constitution it is necessary for Council to give
approval to the person to be appointed to the post of Chief Executive following a recommendation from the Appointments Committee;

b. as a person external to the Authority is recommended to be appointed as Chief Executive it will be necessary to make an arrangement for an acting Chief Executive/Head of Paid Service to cover the period until the new Chief Executive takes up post;

3 ALTERNATIVE ACTIONS CONSIDERED

3.1 A number of alternatives actions were considered which are summarised below:-

i. The appointment process was agreed by the Appointment Committee after considering options and alternative methods.

ii. The post was advertised both internally within the organisation and externally. Accordingly a range of applicants were able to consider applying for the post.

iii. The Appointments Committee considered all applications received and shortlisted those applicants who met the person specification.

iv. Shortlisted candidates were required to attend an Assessment Centre and following this were interviewed by the Appointments Committee.

4 BACKGROUND

4.1 At their meetings on 21st November 2011 the Employment Committee and Cabinet agreed to:-

a. the filling of the post of Chief Executive by both internal and external advertisement

b. an Appointments Committee be established to agree all details of the recruitment and selection process and to undertake the recruitment process and to recommend the selected candidate for ratification by Council.

c. the engagement of the North West Employers Organisation (NWEO) to provide external professional assistance to the process

d. the Employment Committee being granted delegated authority to approve arrangements for an acting Chief Executive/Head of Paid Service following consultation with the Three Party Leaders should the need for this arise.

5 DETAILS

5.1 The post was advertised both internally and externally through relevant media including the Municipal Journal in the Your Council Jobs website. In addition the North West Employers Organisation publicised the job vacancy through their networks with the authorities in the North West.

5.2 A total of 18 applications were received for the post. These were considered by a meeting of the Appointments Committee held on 23 February 2012 when Members agreed that 5 applicants should be shortlisted for consideration for the post.
5.3 One applicant decided to withdraw from the process for personal reasons immediately prior to the formal appointment process taking place. This resulted in 4 candidates being considered through the appointment process.

5.4 The four remaining shortlisted candidates were required to attend an Assessment Centre which took place on 5th March 2012. The Assessment Centre involved a range of tests and exercises designed to test the suitability of candidates for the post. The Assessment Centre included a one to one interview with a peer Chief Executive (Margaret Carney – Chief Executive of Sefton MBC) a “Question Time” style exercise involving a panel of Children and Young People together with interview by a panel of external senior partner representatives from GM Police, Health, Voluntary Sector and Private Sector organisations. Members of the Appointments Committee were able to observe the exercise involving the Children and Young people’s Panel. The Assessment Centre outcome was reported to the Appointments Committee in order that Members could consider the information as part of the decision making process. The Assessment Centre was delivered by the North West Employers Organisation with the assistance of Council Officers from the HR Service.

5.5 On the evening of the 5th March candidates attended a reception to which all Council Members were invited. This was not a formal part of the selection process but was designed to enable candidates to gain more information about the Council and to allow Elected Members to meet with candidates informally.

5.6 On 6th March candidates were interviewed by the Appointments Committee. Each candidate was required to give a presentation on a relevant topic prior to their interview.

5.7 Following the conclusion of the interview process the Appointments Committee considered the position including the outcome of the Assessment Centre. In light of this it was decided that Mr James Taylor – Executive Director, Children, Learning and Economic Services with Tameside MBC should be appointed to the post. The decision to appoint Mr Taylor was unanimous.

5.8 The Appointment Committee was advised throughout by Liz McQue Chief Executive of North West Employers, Margaret Carney, Chief Executive of Sefton Council (as external peer Chief Executive) and by Stephen Harper Service Director for Human Resources. These advisors were present at all stages of the process carried out on 5th and 6th March.

5.9 After considering of the current remuneration of Mr. Taylor, the Appointments Committee agreed that he should be appointed on the maximum point of the salary scale for the post (£130,000 per annum).
5.10 In accordance with the Officer Employment Procedure Rules (OEPR) the Service Director for Human Resources wrote to all Cabinet Members not involved in the appointment process to inform them of the person to be appointed and to advise them of their right to make an objection if they had reason to do so. No objections were received by the due time. The Service Director for the Human Resources then proceeded to confirm a conditional offer of appointment to the post to Mr Taylor on the basis that this was subject to ratification by the Council on 19\textsuperscript{th} March 2012. In addition a global email was sent to Council staff and to Elected Members to inform them of the decision of the Committee.

5.11 Arrangements for Mr Taylor to take up post are currently being finalised including discussion with the current employer regarding early release. It is clear however that Mr Taylor will not be able to take up post until after the departure of Mr Ellis on 1\textsuperscript{st} April 2012. This means that it will be necessary for the Council to nominate an officer to act as Chief Executive and Head of Paid Service during the period before Mr Taylor takes up post in Rochdale. Following consultation with the Three Party Leaders it has been agreed that Mr A Zuntz Executive Director would be an appropriate person to carry out this role. Mr Zuntz has confirmed his willingness to undertake this acting role. It is anticipated that this acting arrangement will be required for a period of up to eight weeks following Mr Ellis’s departure. It is also proposed that Mr Zuntz should be paid an honorarium in recognition of the additional duties and responsibilities he will be undertaking during this interim period. It is proposed that Mr Zuntz should be remunerated at the minimum point of the new Chief Executive salary scale (£125,000 per annum). This will mean that Mr Zuntz will receive this higher level of pay for the duration of his role as acting Chief Executive. As Council Members will be aware, as a result of separate decision making it has been agreed that Mr. Zuntz will leave the Council through Voluntary Early Retirement. Accordingly once his acting role is completed it is anticipated that Mr Zuntz will leave the organisation.

6 PERSONNEL IMPLICATIONS

6.1 The Appointment process was undertaken in accordance with the Council’s Recruitment and Selection procedures. In addition, as stated within paragraph 5.8 above advice and support to the appointment process was provided by Liz McQue Chief Executive of North West Employers, Margaret Carney Chief Executive of Sefton Council. In addition the Service Director for Human Resources was involved throughout all stages of the process.

7 LEGAL IMPLICATIONS

7.1 There are no legal implications arising from the recommendation in this report.

8 FINANCIAL IMPLICATIONS
8.1 There are no direct financial implications arising from the recommendation in this report. However Members will be aware that in approving the filling of the post of Chief Executive Cabinet and Employment Committee on 21\textsuperscript{st} November 2011 decided that “the new Chief Executive/Head of Paid Service once appointed be asked to submit a report at the earliest possible date regarding the potential for savings which might be achieved from senior management costs and the implications of these for the organisation” (recommendation 1.8 of the report to these meetings refers).

9 RISK ASSESSMENT IMPLICATIONS

9.1 There are no major risks associated with the recommendation within this report which will ensure that a suitable person selected through due process is appointed as Chief Executive to lead the organisation at officer level

Councillor Lil C Murphy
Chair of the Appointments Committee