



FULL COUNCIL REPORT

Date Written	29 th April 2021
Report Author	Fran Donnelly
Service Area	Human Resources
Non Exempt	Non Exempt
Committee Date	19 th May 2021

To: Mayor, Ladies and Gentlemen

APPOINTMENT OF CHIEF EXECUTIVE

1.0 SUMMARY OF THE REPORT

- 1.1 This report seeks approval to implement shortlisting and interview arrangements to appoint a new Chief Executive, which needs to occur prior to the secondment terminating for the Interim Chief Executive on the 12th September 2021. In response to the Coronavirus Covid-19 emergency, the shortlisting and interview timetable will be flexible with most of the process being completed virtually.
- 1.2 Delegated authority is sought for the Head of Human Resources & Organisational Development, Pensions and Payroll to determine the recruitment timetable and any changes that may be required to be made to the interview panels in consultation with the Leader and Cabinet Member for Governance and Corporate Services.
- 1.3 Specialist external support will be provided to Members by Penna.
- 1.4 The final appointment decision will be determined at Council.

2.0 RECOMMENDATIONS that

- 2.1 The shortlisting and interview arrangements to appoint a new Chief Executive be approved.
- 2.2 The granting of Delegated authority to the Head of Human Resources & Organisational Development, Pensions and Payroll to determine the recruitment timetable and any changes that may be required to be made to the interview panels in consultation with the Leader and Cabinet Member for Governance and Corporate Services be approved.

3.0 INTRODUCTION AND BACKGROUND

- 3.1 Members will be aware that following the departure of the previous Chief Executive in 2019 the Council agreed to make the roles of Chief Executive and Deputy Chief Executive interim in status on internal secondments. This applied directly to Ellis Cooper, who was appointed as Interim Chief Executive at the Full Council meeting held on 11 September 2019 and to Alyn Owen appointed as Interim Deputy Chief Executive on 23 October 2019.
- 3.2 The Council's Constitution sets out that the full Council will appoint the Head of Paid Service however such appointment is likely to be based on a shortlist and feedback from an initial interview undertaken by a panel (such panel to be appointed by Council) advised by the Head of Human Resources.
- 3.3 The Local Authorities Standing Orders (Wales) Amendment Regulations 2014 set out the requirement for local authorities to advertise all vacant posts with a remuneration package that exceeds £100k per annum. The salary that currently applies to the post of Chief Executive is £121,155 per annum (subject to any national pay award that may be agreed and applied).
- 3.4 The position has been advertised via national advertising and on-line media. In view of the nature of this post, specialist external assistance from Penna will be provided to support Members throughout the appointment process. This support will include executive search, in order to secure high calibre candidates with an appropriate match to Merthyr Tydfil's requirements.
- 3.5 Penna is the leading recruiter in Local Government and their executive recruitment practice partners over 200 local government top team appointments a year – encompassing all the key functions and statutory roles in the senior management team. This breadth of engagement gives them deep and diverse mapping of candidates' experience and where these may be a match for new opportunities.
- 3.6 Penna has partnered more local government CEO appointments in the last 18-24 months than any other recruiter; their candidate networks and market insights are unrivalled. This means they will bring the most comprehensive and up to date consultancy to Members and stakeholders.

4.0 RECRUITMENT PROGRAMME / TIMETABLE

- 4.1 The following activities will be required to be performed during the recruitment process and be clearly set out in a programme/recruitment timetable.

Activity
<p>Recruitment up to closing date, including:</p> <ul style="list-style-type: none"> • Briefing meeting • Design of recruitment timetable • Building bespoke site on the internet for the recruitment process • Advertise role website, Twitter and LinkedIn feeds • Light touch search with placement on associate mailing lists • Response management (enquiries and processing of applications)
<p>Recruitment process from sifting to Short-List Meeting, including:</p> <ul style="list-style-type: none"> • Application sifting and recommendations • Long-List Pack • Short-List Meeting • Standing down/feedback to unsuccessful applicants, notifying successful candidates
<p>Recruitment Process from Short-List to Final Panel, including:</p> <ul style="list-style-type: none"> • Candidate invitations to assessment centre • Timetabling for Assessment Centre – including a technical interview • References • Assessment Centre for up to 6 candidates • Standing down/Feedback to unsuccessful candidates
<p>Recruitment process from Assessment to Final Interviews</p> <ul style="list-style-type: none"> • Candidate invitations to final panel Interview • Timetabling of Final Interviews • Electronic Final Panel Pack • Design of Final Panel presentation • Suggested Final Panel questions • Standing down/Feedback to unsuccessful candidates • Notification and feedback to successful candidate

- 4.2 Penna will advise the shortlisting panel consisting of the Leader and the Head of Human Resources & Organisational Development, Pensions and Payroll of the suitable candidates to take forward into the process for Assessment and Final Members Interviews.
- 4.3 Prior to Final Members Interviews the candidates will undergo interviews with an external stakeholder panel and an internal staff stakeholder panel, the feedback from these interviews will be given to the Final Members Interview Panel.
- 4.4 The Final Members Interview Panel will be made up from the Leader, Deputy Leader, Leader of the Opposition, Deputy Leader of the Opposition and Councillor Julian Amos with support from Penna and the Head of Human Resources & Organisational Development, Pensions and Payroll.

- 4.5 The recommended candidate for appointment from the Final Members Interview Panel will be presented to Council as advised by the Head of Human Resources & Organisational Development, Pensions and Payroll.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The position has been budgeted for within the Medium Term Financial Plan

6.0 INTEGRATED IMPACT ASSESSMENT

	Positive Impacts	Negative Impacts	Neutral/Not Applicable	
1. Merthyr Tydfil Well-being Objectives	4 of 4	0 of 4	0 of 4	
2. Sustainable Development Principles - How have you considered the five ways of working? <ul style="list-style-type: none"> • Long term • Prevention • Integration • Collaboration • Involvement 	5 of 5	0 of 5	0 of 5	
3. Protected Characteristics (including Welsh Language)	0 of 10	0 of 10	10 of 10	
4. Socio-economic Disadvantage	6 of 6	0 of 6	0 of 6	
5. Consultation and Engagement	Undertaken	Due to be Undertaken	Not Required	
	0 of 1	0 of 1	1 of 1	
6. Data and Evidence to inform the proposal	Yes		No	
	1 of 1		0 of 1	
7. Biodiversity and the resilience of Ecosystems	Maintained	Enhanced	Reduced	Neutral/Not Applicable
	0 of 1	0 of 1	0 of 1	1 of 1
Summary				
The main positive impacts are:	By addressing the recommendations in the Audit Wales Report (March 2021) - 'Merthyr Tydfil County Borough Council – Assessment of Progress to Address Key Concerns', the Council will be better placed to deliver its corporate well-being plan (including its well-being objectives).			
The main negative impacts are:	No negative impacts have been identified.			

**FRAN DONNELLY
HEAD OF HUMAN RESOURCES &
ORGANISATIONAL DEVELOPMENT,
PENSIONS AND PAYROLL**

**COUNCILLOR LISA MYTTON
LEADER
CABINET MEMBER EDUCATION**

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Does the report contain any issue that may impact the Council's Constitution?		

Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.