



FULL COUNCIL REPORT

Date Written	4 th June 2021
Report Author	Fran Donnelly
Service Area	Human Resources
Non Exempt	Non Exempt
Committee Date	16 th June 2021

To: Mayor, Ladies and Gentlemen

APPOINTMENT OF DEPUTY CHIEF EXECUTIVE

1.0 SUMMARY OF THE REPORT

- 1.1 This report seeks approval to implement shortlisting and interview arrangements to appoint a new Deputy Chief Executive, which needs to occur prior to the secondment terminating for the Interim Deputy Chief Executive on the 22nd October 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 The final appointment decision will be determined at Council.

2.0 RECOMMENDATIONS that

- 2.1 The shortlisting and interview arrangements to appoint a new Deputy 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. These internal secondments were extended at a Full Council meeting held on the 9th September 2020 to the 12 September 2021 and the 24 October 2021.
- 3.2 The Chief Executive appointment was made by Council on the 16th June 2021, leaving the substantive post of Deputy Chief Executive vacant.
- 3.3 The Council's Constitution sets out that the full Council will appoint the Deputy Chief Executive 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.
- 3.4 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 Deputy Chief Executive is £98,412 per annum (subject to any national pay award that may be agreed and applied).

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
Recruitment up to closing date, including: <ul style="list-style-type: none">• Briefing meeting• Design of recruitment timetable• Advertise role
Recruitment process from sifting to Short-List Meeting, including: <ul style="list-style-type: none">• Application sifting and recommendations• Short-List Meeting• Standing down/feedback to unsuccessful applicants, notifying successful candidates
Recruitment process from shortlisting to Final Interviews <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 The Head of Human Resources & Organisational Development, Pensions and Payroll will advise the Chief Executive and Leader in relation to Shortlisting.
- 4.3 The Final Members Interview Panel will be made up from the Chief Executive, Leader, Deputy Leader, Leader of the Opposition, Merthyr Tydfil Borough Wide Youth Forum (MTBWYF) member with support from the Head of Human Resources & Organisational Development, Pensions and Payroll.
- 4.4 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.			

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PENSIONS AND PAYROLL

COUNCILLOR LISA MYTTON
LEADER
CABINET MEMBER FOR 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?		No

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