

The background of the slide features a large, light blue outline of the University of Alberta crest. The crest is a shield divided into four quadrants. The top-left quadrant shows a building, the top-right shows a caribou head with antlers, the bottom-left shows a three-masted sailing ship on wavy water, and the bottom-right shows a bird with its wings spread. Above the shield is a crown with four maple leaves. Below the shield is a banner with the motto 'ANNE FOR A'.

Agenda Item 8

Appointment Process for the Post of Chief Executive

Falkirk Council

Title: Appointment Process for the Post of Chief Executive

Meeting: Falkirk Council

Date: 15 January 2018

Submitted By: Director of Corporate & Housing Services

1. Purpose of Report

- 1.1 This report requests delegated powers to be given to the Appointments Committee to make an appointment to the post of Chief Executive.

2. Recommendation(s)

2.1 It is recommended that Council:

- a) **delegate powers to the Appointments Committee to make an appointment to the post of Chief Executive on a permanent basis**
- b) **determine whether the post should be advertised internally or externally**
- c) **determine the salary on which the post should be advertised**

3. Background

- 3.1 Members may be aware that the Council's Chief Executive, Mary Pitcaithly, has recently confirmed her retirement from the Council with effect from 28 June 2018. The Council must now agree the arrangements for making an appointment to the post of Chief Executive.

4. Considerations

- 4.1 The post of Chief Executive is the most senior officer post within the Council. With authority over all other officers, the Chief Executive is responsible for the effective management of the Council, providing advice and guidance on strategic policy matters.
- 4.2 The post carries with it the statutory role of Head of Paid Service. Whilst the legislation relating to this role does not specifically require it to be undertaken by a Chief Executive, this is the standard arrangement in Scottish Councils.
- 4.3 This is a critical post to the Council, and one which is key in providing leadership and direction to all officers.

- 4.4 The Appointments Committee will make decisions on the process to be followed with regards to this appointment. Given however, the nature of the appointment, i.e., the most senior officer of the Council, Council may wish to give consideration to the following matters.

Method of Advertising

- 4.5 Under the Council's Recruitment and Selection Policy, posts can be advertised either internally or externally. It is suggested that to ensure openness and transparency given the level of the post of Chief Executive, and to ensure that the best possible field of applicants can be attracted, the Appointments Committee be asked to make appropriate arrangements for the post to be advertised externally.

Salary for the Post

- 4.6 The salary for a Chief Executive post is set nationally and comprises of a three point incremental scale. Placement on the scale is to be determined locally and Councils may choose to adopt a single point salary by applying the top of the scale.
- 4.7 At present, the current salary for Falkirk Council's Chief Executive is a single point with an annual salary of £133,713. This can be used to advertise the post with no additional cost to the Council.
- 4.8 Under national conditions, Council does however, have the option to advertise the post using the three point incremental scale. As the Council doesn't currently use this scale, there is no decision on how the Chief Executive would progress through the scale although it is suggested that if used, progression should be in line with normal incremental progression for all other employees. The range for this is currently:
- Point 1: £127,218
 - Point 2: £129,821
 - Point 3: £133,713
- 4.9 Members are asked to consider whether they wish the post to be advertised using the current arrangement of the single point, or if they wish the post to be advertised using the three point incremental scale.
- 4.10 Subject to Council's decisions on the method of advertising and salary for the post, the advertising method, support, media and documentation will be agreed with the Appointments Committee in line with normal arrangements.

5. Consultation

- 5.1 No consultation has taken place in respect of the appointment to the post of Chief Executive.

6. Implications

Financial

- 6.1 The financial implications arising from the recommendations will be the cost of any external advertising and support that may be approved by the Appointments Committee.

Resources

- 6.2 Resources will be required from Elected Members, Governance and Human Resources, in order to administer and conduct the recruitment process.

Legal

- 6.3 No legal implications are identified from the report recommendations.

Risk

- 6.4 No risk is identified from the report recommendations.

Equalities

- 6.5 No equality impact assessment is required.

Sustainability/Environmental Impact

- 6.6 No sustainability/environmental impact is required.

7. Conclusions

- 7.1 The proposals set out in this report are designed to provide stability and to ensure the Council has a Head of Paid Service, undertaken by a Chief Executive, in place to benefit the future success of the Council.

Director of Corporate & Housing Services

Authors: Karen Algie, Head of Human Resources & Business Transformation, karen.algie@falkirk.gov.uk, Extn 6223

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List of Background Papers: None

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973: None