

**COUNCIL
10 NOVEMBER 2009**

REPORT ON THE RECRUITMENT OF A NEW CHIEF EXECUTIVE

Introduction

1. This report seeks the approval of Council to the appointment of a Chief Executive and Head of Paid Service for Wiltshire Council, in accordance with the recommendation of the Officer Appointments Committee.
2. The report also seeks the approval of Council to appoint the Chief Executive to the statutory role of Electoral Registration Officer and Returning Officer.

Background

3. On 23rd June 2009 Cabinet agreed the process for the recruitment of a new Chief Executive for Wiltshire Council and the use of an executive search organisation to seek suitable candidates and manage the appointments process and the timescales for the process. Tribal Resourcing were selected to carry out this search.
4. On 8th July 2009 Staffing Policy Committee approved the salary range for the post of Chief Executive. A salary range of £171,000 to £189,000 was approved. This salary range maintained the existing Wiltshire Council salary policy to pay at the Median of the "Public Sector and Not for Profit" market.
5. Wiltshire Council advertised the post of Chief Executive in September 2009. A comprehensive and intensive selection process, consisting of a range of assessments, was used to assess carefully potential candidates against the criteria for the post.
6. 43 applications were considered by the members of the Officer Appointments Committee on 5 October 2009 and an agreed list of 12 candidates were long listed and invited to take part in a technical interview with the appointed executive search specialists, Tribal Resourcing, and a technical assessor. The technical assessor used for this part of the process was Mark Lloyd, Chief Executive, Cambridgeshire County Council.
7. On 20 October 2009 the members of the Officer Appointments Committee considered the outcomes of the initial technical interviews and agreed a final short list of 6 candidates who were invited to take part in the final assessments.
8. Prior to the final assessments one candidate withdrew from the process, leaving 5 candidates taking part in the final assessments.
9. The Officer Appointments Committee met on 3 and 4 November 2009 during which a robust, comprehensive final assessment process was undertaken, which included

an interactive exercise with members, psychometric profiling, critical thinking aptitude assessment, stakeholder panel discussion, Corporate Director panel discussion, citizen panel discussion, presentation and final formal interview.

10. The Officer Appointments Committee comprised Cllr Mrs Jane A Scott, Cllr John Thomson, Cllr Trevor Carbin, Cllr Christopher Newbury and Cllr Lionel H Grundy.

Main Considerations for Council

11. Having considered carefully all aspects of the selection process against the criteria for the role the Committee unanimously decided to recommend Council to approve the appointment of Andrew Kerr as Chief Executive of Wiltshire Council on terms to be agreed by the Leader.
12. A copy of the minutes of the meeting of the Officer Appointments Committee is attached.
13. Andrew Kerr is currently the Chief Executive of North Tyneside Council where he has been since September 2005. Prior to that Andrew was Director of Performance Improvement at Birmingham City Council.

Appointment of Returning Officer and Electoral Registration Officer

14. Section 8 of the Representation of the People Act 1983 requires the Council to formally appoint an officer of the Council as Electoral Registration Officer. The main duty of the Electoral Registration Officer is to prepare and maintain the electoral register which is used at Local, Parliamentary and European Elections and polls.
15. Section 35 of the same Act requires the Council to appoint an officer of the Council as Returning Officer for local authority elections. This is a personal appointment, and, once made, the Returning Officer is not subject to the direction of council or councillors.
16. Regulation 4 of the Parish and Community Meetings (Polls) Rules 1987 requires the Council to appoint an officer of the Council to be Returning Officer where a Poll consequent on a Parish or Community meeting is required to be taken. The person appointed as Returning Officer for local authority elections is usually the person appointed as Returning Officer for local elections.
17. Under section 28 of the Representation of the People Act 1983 the Electoral Registration Officer is the Acting Returning Officer for a Parliamentary Election.
18. These roles are currently performed by Dr Keith Robinson, Chief Executive and, subject to approval of the Committee's recommendation, it is proposed that Council appoints the new Chief Executive, Andrew Kerr, to the above positions with effect from the date on which he takes up appointment...

Environmental Impact of Proposal

19. There is no direct environmental impact out of the proposals in this report.

Proposal

20. The Council is recommended:

- a) To appoint Andrew Kerr to the post of Chief Executive and Head of Paid Service for Wiltshire Council on terms to be agreed by the Leader.
- b) To appoint the new Chief Executive, Andrew Kerr as Returning Officer for local authority and local elections.
- c) To appoint the new Chief Executive, Andrew Kerr as Electoral Registration Officer for the Council;

Reason for Proposal

21. To ensure the appointment of a Chief Executive and Head of Paid Service for Wiltshire Council and that the regulations, which provide that the post of Chief Executive of the unitary authority be the subject of open competition within one year of vesting day, i.e. by 31 March 2010, are met.

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5th November 2009