

Meeting:	Chief Officer Appointment Committee
Date:	11 February 2021
Title:	Recruitment and Appointment of Chief Executive
Purpose:	Agree on the arrangements for recruiting and appointing a Chief Executive
Author:	Eurig Williams – HR Manager

1. **BACKGROUND**

The Chief Executive has informed the Council of his intention to retire on the the 31st of March this year. The timetable for appointing a new Chief Executive before the date of retirement is tight and in its meeting on the 26th of January, the Cabinet decided that work should start immediately on appointing to this key role.

2. **ROLE OF THE CHIEF OFFICER APPOINTMENT COMMITTEE**

The Chief Officer Appointment Committee has a crucial role to play in the process of appointing a Chief Executive. It is responsible for undertaking the following on behalf of the Council:

- Draw a shortlist of applicants to be asked to undertake an assessment process.
- Undertake interviews with the candidates that are on the shortlist.
- Decide whether there is an appointable candidate and to give a recommendation to the full Council.

3. **PROPOSED NEXT STEPS**

We are currently working on a draft timetable that will enable the Council to appoint a new Chief Executive by May at the earliest. In view of this, the Leader has discussed the situation with the current Chief Executive and he has agreed that he would be willing to retire flexibly on the 31st of March, whilst continuing in the role on a part-time basis until a successor is in place and at least until the elections for Parliament on the 6th of May, 2021.

The following are the key milestones and proposed timetable for the recruitment and appointing process:

- 24th of February – the role is advertised.
- 11th of March – closing date.
- 19th of March – Chief Officer Appointment Committee to meet to draw out a shortlist.
- Week commencing the 22nd of March – Assessment Centre (Virtual).

- 15th of April – Chief Officer Appointment Committee to interview and recommend a candidate to be appointed.
- 21st of April – Meeting of full Council (to be arranged) so as to confirm the appointment.

It should be noted that this is a draft timetable; the Committee will need to agree to the timetable.

