

Report

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Report to:	Executive Committee
Date of Meeting:	7 September 2011
Report by:	Executive Director (Corporate Resources)

Subject:	Retirement of Chief Executive
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ advise of the forthcoming retirement of the Council's Chief Executive and set out the arrangements to fill the subsequent vacancy.

2 Recommendation(s)

2.1 The Committee is asked to approve the following recommendation(s):-

- (1) that the Chief Executive's forthcoming retirement be noted;
- (2) that a contract extension until 31 December 2011 be offered to the Chief Executive; and
- (3) that the arrangements to recruit a new Chief Executive be approved.

3 Background

3.1 The current fixed term contract for the Chief Executive comes to an end on 30 September 2011. As a result of the forthcoming retirement, the post will become vacant and a replacement will require to be recruited.

4 Proposals

4.1 The Head of Personnel Services has arranged a recruitment exercise to replace the current Chief Executive. This will include:-

- ◆ a recruitment advert being placed internally and externally on 9 September 2011
- ◆ an assessment centre
- ◆ arrangements for shortlisting and interviewing

4.2 To facilitate an effective handover, the Chief Executive has offered to continue in role until 31 December 2011. This would allow the new Chief Executive the opportunity to liaise more closely with the outgoing Chief Executive and assist in any transition arrangements.

5 Employee Implications

5.1 There are no other employee implications arising from the information presented in this report.

6 Financial Implications

6.1 All financial implications are accommodated within existing budgets.

7 Other Implications

7.1 There are no implications for sustainability or risk in terms of the information contained within this report.

8 Equality Impact Assessment and Consultation Arrangements

8.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required

8.2 Appropriate officers have been consulted about the contents of this report.

Robert McIlwain
Executive Director (Corporate Resources)

22 July 2011

Link(s) to Council Objectives/Improvement Themes/Values

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

Previous References

- ◆ Minutes of 26 April 2006 (Paragraph 8)

List of Background Papers

- ◆ none

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Kay McVeigh, Head of Personnel Services

Ext: 4330 (Tel: 01698 454330)

E-mail: kay.mcveigh@southlanarkshire.gov.uk