

**REPORT TO:** Cabinet

**MEETING DATE:** 8 March 2011

**BY:** Chief Executive

**SUBJECT:** Retiral of Alan J Blackie, Chief Executive

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## **1 PURPOSE**

- 1.1 In accordance with Council Standing Orders (Section 48), to advise Cabinet of the resignation of Alan J Blackie, from the post of Chief Executive of East Lothian Council, by reason of age retiral, to take effect from a date to be mutually agreed between the Leader, Provost, Head of Human Resources and Mr Blackie, but expected to be no sooner than 29 July 2011 and no later than 31 August 2011.
- 1.2 To advise Cabinet of the arrangements for the forthcoming recruitment campaign to secure a new Chief Executive/Head of Paid Service for East Lothian Council.

## **2 RECOMMENDATIONS**

- 2.1 Cabinet is recommended to note the content of this report.

## **3 BACKGROUND**

- 3.1 On 15 February 2011, Alan J Blackie, Chief Executive, submitted his written resignation, by reason of age retiral, intimating that he would seek to retire on a date to be mutually agreed between himself and the Leader/Provost and Head of Human Resources, in July or August 2011. The Chief Executive has met his contractual requirement to give a minimum of 12 weeks' notice of his resignation. The Leader/Provost have accepted Mr Blackie's resignation.
- 3.2 The Local Government and Housing Act 1989, Section 4, requires the Council to designate a person as 'Head of Paid Service'. Generally, this statutory function is carried out by the role of Chief Executive and is enshrined within the Job Description of the post of Chief Executive within East Lothian Council.

- 3.3 The Leader and Provost have instructed the Head of Human Resources to progress arrangements to replace Mr Blackie. A recruitment campaign will ensue in due course as per Standing Orders, Section 49, with a view to securing the appointment of a new permanent Chief Executive/Head of Paid Service to coincide with Mr Blackie's agreed retiral date.
- 3.4 As this is a naturally occurring vacancy, the appointment to the Chief Executive (Chief Officer) post must be by public advertisement and will follow the normal Chief Official appointment process applying to all Chief Official appointments within East Lothian Council i.e. candidate application form assessment against Job Description and Employee Specification, longleat interviews by external independent adviser, shortleeting and candidate assessment centre and finally, formal Chief Officer Appointments Sub-Committee competency based interview and presentation.
- 3.5 A representative cross-party Chief Officer Appointments Sub Committee of Council will be convened in due course as per Standing Orders, Section 49 (i). The Sub-Committee will be Chaired by the Leader and advised by the Head of Human Resources and by the Monitoring Officer. Appropriate expert external advice will be available to the Sub Committee through SOLACE Enterprises.
- 3.6 The **indicative\*** timetable for the recruitment and selection process to complete, allowing for a successful candidate to give up to 12 weeks' notice to their current employer (if necessary) would be as follows:

New Chief Executive Commences in Post	29 August 2011
Latest Resignation Date for Preferred Candidate	03 June 2011
Latest Offer of Employment to Preferred Candidate	01 June 2011
Appointment Sub-Committee/Formal Interviews	27 May 2011
Shortleeted Candidates' Assessment Centre	25/26 May 2011
Shortleet Agreed by Appointment Sub-Committee	20 May 2011
Longleat Interviews	16/19 May 2011
Longleat Agreed by Appointments Sub-Committee	13 May 2011
Recruitment Advertising Campaign Closes	08 May 2011
Recruitment Advertising Campaign Opens	22 April 2011
Campaign Materials Developed and Approved by	0 6 April 2011

\*Following appointment of Members to the Appointments Sub-Committee this timetable will be reissued for information.

#### **4 POLICY IMPLICATIONS**

- 4.1 The appointment of a new Chief Executive will follow requirements within Standing Orders and the Council's Recruitment & Selection and Equal Employment Opportunities Policies.

#### **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 This report is not applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - The predicted costs of this recruitment campaign will be in the region of £20K - £25K and will be met from the approved budget allocated to the Office of the Chief Executive. As Mr Blackie's retiral falls within normal age retiral procedures there are no additional employer pension costs arising.
- 6.2 Personnel - The terms and conditions of employment applicable to the post of Chief Executive are enshrined within the SJC Conditions of Service for Chief Officials and the salary is nationally determined with other local terms and conditions applying as per East Lothian's standard employment policies. HR co-ordinate and administer the entire recruitment and selection process, reporting in this instance to the Leader.
- 6.3 Other - None.

#### **7 BACKGROUND PAPERS**

- 7.1 None.

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