

Annexe 1

Selection Process for the Joint Chief Executive Appointment

Introduction

Following decisions taken by both councils at their meetings held on 28 July 2021(Guildford), and 3 August 2021(Waverley) that selection for a Joint Chief Executive should progress through the Joint Appointments Committee, that process has now taken place and the Joint Appointments Committee have made a recommendation back to both Councils in respect of an appointment.

Process

The process followed was agreed by the Joint Appointments Committee when they met on 22 September 2021 and was as follows:

Date	Details
By 1 October	<p>The candidate completed a Thomas Personal Profile Analysis</p> <p>Thomas' Personality Profile Analysis (PPA) is a personality test which enables employers to evaluate a candidates' character traits in a more in-depth way to determine whether they will be a suitable fit for a role as well as how they prefer to communicate with others.</p>
11 October 10:00 – 12:30	<p>Stakeholder panel (facilitated by South East Employers)</p> <p>The panel format included an informal meeting followed by a formal stakeholder panel. The stakeholders gave structured feedback to the facilitator who then provided that to the Joint Appointments Committee</p> <p>8 stakeholders took part in the panel including representatives from:</p> <ul style="list-style-type: none">• Surrey County Council• NHS• Town Clerk• Surrey University• Local Economy and Business• Experience Guildford• Surrey Police• Unison
13 October 10:30 – 12:40	<p>Structured Interview with candidate including a pre-prepared presentation followed by open and structured questions</p>
13 October 12:45 – 14:00	<p>Joint Appointment Committee considered all available information to make recommendation to Councils</p>

Next Steps

Following the recommendation to Councils should this be accepted; the next steps are:

1. To confirm the appointment of the Joint Chief Executive by letter and to issue the new employment contract. A draft contract has been prepared and will be in accordance with the Terms and Conditions already agreed by both full Councils. The new Joint Chief Executive will remain the employee of Waverley Borough Council and subject to its Terms and Conditions.
2. The proposed start date of appointment is to be confirmed once contract negotiations have finalised and the process to allow for objections has been completed.
3. There is expected to be a period of transition and handover with the existing Guildford Managing Director. His leaving date is yet to be confirmed but it is currently anticipated that this transition period will last until December.
4. The existing Managing Director will leave the employment of Guildford Borough Council subject to the relevant exit payments and agreement.
5. There is a 4-week statutory trial period for the Joint Chief Executive role which will end on a date to be confirmed (subject to point 2. above).
6. The Joint Appointments Committee will continue to support the Joint Chief Executive role by:
 - a. confirming into post, or otherwise, the successful candidate following the trial period
 - b. Agreeing the performance management framework including objectives for the role.
 - c. Monitoring performance standards within the role.
 - d. Managing regular feedback and the annual appraisal process for the role.
7. The Joint Appointments Committee and the Joint Chief Executive will be supported in this by the HR teams in both Councils.

Sally Kipping and Francesca Smith

October 2021