

REPORT TO: East Lothian Council

MEETING DATE: 25 August 2015

BY: Chief Executive

SUBJECT: Appointment to the Post of Head of Service (Development)

1 PURPOSE

- 1.1 To advise Council of the decision of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Douglas Proudfoot to the post of Head of Service (Development).

2 RECOMMENDATIONS

- 2.1 To note the decision of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Douglas Proudfoot as Head of Service (Development) and to note that following receipt of satisfactory pre-employment checks Mr Proudfoot commenced in post with effect from Monday 22nd June 2015.
- 2.2 To note the minute of the Chief Officer and Head Teacher Appointments Sub-Committee held on 18 and 19 June 2015 for the appointment of the Head of Service (Development) (Appendix 1).

3 BACKGROUND

Head of Service (Development) Appointment

- 3.1 A recruitment campaign to appoint to the vacant Head of Service (Development) post was undertaken in April 2015.
- 3.2 A cross-party/Elected Member Chief Officer and Head Teacher Appointments Sub-Committee was established in accordance with Council's Standing Orders and charged with making an appointment to the permanent post of Head of Service (Development). The Sub-Committee comprised:

Cllr Willie Innes (Chair)
Cllr Norman Hampshire
Cllr Peter Mackenzie

- 3.3 Peter Hay, Independent HR Adviser, provided advice throughout the recruitment campaign, candidate selection and the candidate interview processes.
- 3.4 The external recruitment campaign for the post ran from Friday Thursday 21 May to midnight on Sunday 7 June 2015.
- 3.5 Fourteen applications were received for the post of Head of Service (Development). Seven candidates were selected for longleat interview from which four were shortlisted to undertake a series of online psychometric tests and a formal interview on either the 18 or 19 June 2015. One candidate withdrew their application prior to the formal interview.
- 3.6 The candidates completed a series of online psychometric tests prior to their formal interview; the tests were designed to assess their leadership skills, personality and situational judgement. The process was undertaken independently by Kiel Management Centre and an outcome-based report on candidate's assessments was prepared by their lead psychologist. The report was discussed with the Independent HR Adviser who shared the findings with the Sub-Committee following the interviews to help inform the decision making.
- 3.4 Formal competency based interviews took place on the 18 and 19 June 2015. Prior to the interview itself candidates were given 45 minutes to prepare a brief on '*how they would develop East Lothian*' to present to the Sub-Committee at the commencement of their formal interview. Thereafter the Sub-Committee asked the candidates a number of pre-set behavioural interview questions. The Sub-Committee was advised by Peter Hay, Independent HR Adviser, Depute Chief Executive for Partnerships and Community Services - Monica Patterson and Service Manager HR and Payroll - Sue Cormack.
- 3.5 Following interviews and taking full account of the candidates' performance in relation to the presentations and online assessments, the Sub-Committee unanimously determined that Douglas Proudfoot be selected as the preferred candidate for the post of Head of Service (Development).
- 3.6 Subsequently, relevant pre-employment checks were found to be satisfactory and a formal offer was made to Douglas Proudfoot which he accepted and he took up the post on Monday 22 June 2015. A minute of the meeting of the Sub-Committee which conducted the interviews for the post on 18 and 19 June 2015 (Appendix 1) is presented for noting.

4 POLICY IMPLICATIONS

- 4.1 In accordance with standing orders of East Lothian Council Douglas Proudfoot has become East Lothian Council Head of Service (Development).

5 EQUALITIES IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

- 6.1 Financial - None
- 6.2 Personnel – Douglas Proudfoot will hold the post and responsibilities of the Head of Service (Development) with effect from 22 June 2015
- 6.3 Other - None

7 BACKGROUND PAPERS

- 7.1 None

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DATE	25th August 2015

**MINUTES OF THE MEETING OF THE
CHIEF OFFICER AND HEAD TEACHER APPOINTMENTS SUB-COMMITTEE
For the Post of
HEAD OF SERVICE (DEVELOPMENT)**

Held on 18th and 19TH June 2015

PROVOST'S BOARDROOM, JOHN MUIR HOUSE, HADDINGTON

Chief Officer and Head Teacher Appointments Sub-Committee:

Councillor Willie Innes (Chair)
Councillor Peter Mackenzie
Councillor Norman Hampshire

In Attendance:

Peter Hay, External Independent HR Adviser

Council Officials:

Monica Patterson, Depute Chief Executive - Partnerships and Community Services
Sue Cormack, Service Manager - HR and Payroll

The Sub-Committee interviewed each candidate in turn. Candidates began their interview by giving a ten minute presentation to the Panel setting out 'How they would grow East Lothian' should they be appointed to the post. This was followed by a series of set competency based questions from Sub-Committee Members, supplemented by ad hoc questions.

When all candidates had been interviewed the Sub-Committee discussed the relative merits of the candidates with assistance from Mr Hay and the Deputy Chief Executive Partnerships and Community Services following which Peter Hay presented to the Sub-Committee, an overview on the outcome of the online assessments exercise undertaken by the candidates. The Sub-Committee then proceeded to score the 3 candidates. Douglas Proudfoot received the highest score and was accordingly declared to be the preferred candidate.

The HR and Payroll Service Manager explained that the usual pre-employment checks on the preferred candidate would be carried out prior to formal appointment.