

EAST RENFREWSHIRE COUNCIL27 February 2020Report by Deputy Chief ExecutivePOST OF DIRECTOR OF EDUCATION**PURPOSE OF REPORT**

1. The purpose of this report is to put arrangements in place to ensure continuity and stability within the Education department and seek Council approval for an Appointments Committee for the Director of Education post.

RECOMMENDATION

2. It is recommended that the Council:
- (a) notes the retirement of the Director of Education with effect from 23 August 2020;
 - (b) approves the recruitment procedure as detailed and agrees to the appointment of an external advisor;
 - (c) delegate to the Deputy Chief Executive, in consultation with the Chief Executive to make the necessary arrangements;
 - (d) provide nominations to the Appointments Committee;
 - (e) authorises the Chief Executive to put in place appropriate interim management arrangements for the Department if required.

BACKGROUND

3. Mrs Mhairi Shaw has been Director of Education in East Renfrewshire Council since October 2013. Prior to that position she was a Head of Service in Education and prior to that Head Teacher of Mearns Primary School. Mrs Shaw has been a driving force in improving educational attainment and achievement in East Renfrewshire and her experience and success has been recognised nationally through her involvement in national advisory groups and her appointment as lead for the West Partnership education collaborative has further supported her commitment to ensuring that every child can access the best possible education.

4. The Director of Education has now intimated that she will retire with effect from 23 August 2020. This notice period will allow sufficient time for her successor to be identified through a recruitment procedure and for a well organised handover.

5. Over the next few months there will be many opportunities to thank Mrs Shaw for her commitment to the young people of East Renfrewshire. However the purpose of this paper is to agree the process for the recruitment of Mrs Shaw's successor.

RECRUITMENT PROCEDURE

6. In view of the timing of the Director’s departure it is proposed that the Appointments Committee be established to recruit a new Director.

7. The following is the proposed timetable for the appointment to the post:

Post advertised:	13 March 2020
Closing date:	5 April 2020
Shortlisting by Interview Committee:	20 April 2020
Shortlist by Assessment Centre:	27 April 2020
Interview date:	6 May 2020

8. An Appointments Committee, comprising 5 Elected Members, should be established to shortlist and interview candidates, and to make an appointment to the post.

9. Due to the technical content within this post it is proposed to appoint an expert external advisor.

10. The assessment centre will focus on ensuring the candidates have the correct skills mix to be considered for appointment by the Committee.

11. If for any reason a successor is not in place by 23 August 2020 the Chief Executive will put in place interim management arrangements to ensure stability and continuity within the service until such time as a suitable replacement can be recruited. As is normal practice in such situations, the Chief Executive will put in place suitable interim management arrangements within the existing team.

FINANCIAL IMPLICATIONS

12. There are no additional financial implications as the Director of Education has reached retirement age and therefore there is no strain on the superannuation fund. All costs associated with the recruitment process will be found from within existing budgets.

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