

**Report for:**                **Staffing & Remuneration Committee, 11 April 2022**

**Title:**                      **Appointment to the post of Chief Executive and Head of Paid Service**

**Report authorised by :**    **Jon Warlow, Director of Finance**

**Lead Officer:**            **Dan Paul, Chief People Officer**

**Ward(s) affected:**    **All**

**Report for Key/        Non Key Decision**  
**Non Key Decision:**

**1.        Describe the issue under consideration**

- 1.1    The position of Chief Executive and Head of Paid Service became vacant upon the resignation of Zina Etheridge. This Committee has previously agreed interim arrangements, and Andy Donald commenced a fixed term contract with the Council in February 2022.
- 1.2    The recruitment campaign commenced in February 2022 with a high profile advert and executive search. This produced a long list of candidates. Following technical assessment, the Member Panel shortlisted four candidates who proceeded to assessment centres, stakeholder panels and final interview. A final Interview Panel took place on 11 April 2022.
- 1.4    In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution, the Full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by this Staffing and Remuneration Committee.
- 1.5    The Council may only make or approve the appointment of the Head of Paid Service where:
  - (i) no objection has been made by any member of the Cabinet, or
  - (ii) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded
- 1.6    This Committee is therefore asked to consider the recommendation of the Interview Panel. Where the decision of this Committee is to recommend appointment of a candidate, this will be referred to Full Council for determination, on the salary as recommended by this Committee.

**2.        Cabinet Member Introduction**

- 2.1    Not applicable

### **3. Recommendations**

- 3.1 That this Committee consider the recommendation of the Interview Panel, and if this Committee is to recommend the appointment of a candidate, that this be referred to a Full Council meeting to determine, on the salary as proposed by this Committee. This salary will be on one of the six spinal column points set for the grade, in the range of £188,385 to £213,252 as set out in the Council's Pay Policy Statement.
- 3.2 Subject to the above paragraph, in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, that all members of the Cabinet are informed of this Committee's recommendation to appoint the candidate on the terms set out, and are given the opportunity to object to the appointment. The meeting of the Full Council will be advised whether any material or well-founded objections to the proposed appointment have been made by the Cabinet, before taking a decision on the appointment.

### **4. Reason for decision**

- 4.1 The Council is required to have an officer in post designated as the Head of Paid Service. This is the post of Chief Executive, which is currently vacant. Interim arrangements are presently in place. A permanent appointment to the role of Chief Executive and Head of Paid Service is preferable to ensure long-term strategic leadership of the Council.

### **5. Alternative options considered**

- 5.1 To continue with the existing or alternative interim arrangements for the Head of Paid Service.

### **6. Background information**

- 6.1 Solace in Business were engaged as the Council's executive search partner. A recruitment and selection campaign commenced in February 2022, and the process has been open and competitive, attracting a wide cross section of applicants. The first round of interviews were conducted by Solace in business and a technical interviewer in order to assess the candidates' technical abilities and leadership qualities. Following this, the Member Panel decided upon a shortlist of four candidates. These candidates undertook management assessments and stakeholder panels with key partners in the borough and the community as well as senior council officers. The final Interview Panel took place on 11 April 2022. The Interview Panel comprised of the Leader of the Council, Cllr Basu, Cllr Hakata, Cllr Davies and Cllr Cawley-Harrison.
- 6.2 In addition to the statutory functions of Head of Paid Service pursuant to section 4 Local Government and Housing Act 1989, the post of Chief Executive and Head of Paid Service is also designated as the Electoral Registration Officer (ERO) and Returning Officer (RO) for the Borough, in accordance with sections 8(2) (a) and 35 (3) of the Representation of the People Act 1983.

### **7. Contribution to strategic outcomes**

- 7.1 This report makes a recommendation on the appointment to the role of Chief Executive and Head of Paid Service. This officer is responsible for leading the Council's workforce to deliver and achieve the strategic outcomes set by the Council.

### **8. Statutory Officers' comments (Chief Finance Officer (including procurement),**

- 8.1 The Chief Finance Officer (S151) has been consulted on the preparation of this report and comments that costs of the appointment can be met from approved resources.

**9. Head of Legal and Governance**

- 9.1 In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution, the Full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by this Staffing and Remuneration Committee.

- 9.2 The Council may only make or approve the appointment of the Head of Paid Service where:

- (i) no objection has been made by any member of the Cabinet, or
- (ii) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded

- 9.3 Following the decision of this Committee, the Cabinet will be notified of the proposals and afforded opportunity to object. The meeting of the Full Council will receive verbal clarification as to the outcome of the objections process.

- 9.4 The proposed salary band for the post of Chief Executive and Head of Paid Service is in accordance with the Council's Pay Policy Statement.

**10. Use of Appendices**

- 10.1 Not applicable

**11. Local Government (Access to Information) Act 1985**

- 11.1 Not applicable.