

**Appointment of the Chief Executive
16th March 2022**

Report of the Chief Executive Recruitment Committee

PURPOSE OF REPORT

To enable Council to make an appointment to the post of Chief Executive.

This report is public.

RECOMMENDATION OF THE COMMITTEE

- (1) Council is asked to approve the appointment of the Chief Executive in order that a formal offer of employment can be made to the recommended candidate.**

1.0 Introduction

1.1 In making arrangements for the appointment of the Head of Paid Service, the Council will on each occasion designate an appropriate ad hoc Committee, constituted with regard to proportional representation, and including at least one member of Cabinet, to make a recommendation to Council on the appointment. The Council will approve the appointment of the Head of Paid Service following the recommendation of such Committee, and the Council must approve the appointment before an offer of appointment is made.

1.2 The existing post-holder of the Head of Paid Service role of Chief Executive was appointed on a Fixed Term contract basis. Therefore an ad-hoc committee, as described in 1.1 above, called the Chief Executive Recruitment Committee, was convened to review this situation and establish a course of action. The committee's purpose was to agree and implement the process for future arrangements regarding the Head of Paid Service (Chief Executive) and agree any interim arrangements necessary.

1.3 In forming the Committee it was also resolved that:

- (1) the size of the ad hoc committee will be 9 members in political balance, appointed by Council
- (2) Councillor Hamilton Cox was appointed as Chair of the ad hoc recruitment committee on 17th May 2021

2.0 Overview

- 2.1 The Committee appointed Tile Hill in a competitive process to support them in designing and implementing the recruitment. The role was advertised in December 2021. The process had three main stages. Application and longlisting, preliminary technical interview (Karen Satterford was the technical assessor) and shortlisting, then a two day final process comprising Staff Panel, Stakeholder Panel, Structured Leader Discussion, Video, Final Panel then full Committee deliberations. At each stage the Committee was invited to consider recommendations and vote on outcomes.
- 2.2 In parallel the Committee decided to recruit to an Interim Chief Executive Role in order to ensure continuity of leadership in the Head of Paid Service role. The Committee recommended Mark Davies for this role and his appointment to the role with effect from 1st April 2022 and its terms were agreed at full Council on 23rd February 2022. The ad hoc committee is required by the Council's constitution when appointing a Head of Paid Service. The Constitution requires Council to approve the appointment of the Head of Paid Service following the recommendation of the ad hoc committee, before an offer of appointment is made.

3.0 Recommendation

- 3.1 The Committee finished its deliberations on 10th March 2022 and following the usual procedural checks Councillor Hamilton Cox will report the Committee's recommendation at the Council meeting 16th March 2022.

4.0 Conclusion

- 4.1 Council is asked to approve the Committee's recommendation.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS

Paragraph 4(1) of the Local Authorities (Standing Orders) (England) Regulations 2001 requires the Council to approve the appointment of the Head of the Paid Service before an unconditional offer of appointment is made.
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FINANCIAL IMPLICATIONS

The salary for the Chief Executive's position was set by the Committee at £120,000 per annum. This amount will increase to £121,800 once the proposed 1.5% Chief Officer pay award for 2021/22 as discussed elsewhere on this agenda is implemented.
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OTHER RESOURCE IMPLICATIONS

Human Resources: None

Information Services:

None.

Property:

None.

Open Spaces:

None.

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments to add.

MONITORING OFFICER'S COMMENTS

Personnel Committee is responsible for appraisals of the Chief Executive. That Committee appoints a Panel (usually of three) from the Committee, including at least one Cabinet member, assisted by one independent adviser, to act as an Appraisal Panel (as required by the JNC Conditions of Service for Chief Executives and Chief Officers) for the Chief Executive.

Whilst the Council's Probation and Appointment Review Policy and Procedure (which contains the 6 month probationary requirement) applies to all newly appointed employees and to existing employees it specifically excludes Directors, the Head of Paid Service, the Monitoring Officer and the S151 Officer, who have taken on a new role within the Council.

The Joint Negotiating Committee conditions of service handbook offers guidance on appraisals of the Chief Executive and states that "Appraisal should take place on a predetermined date, at least annually, backed up by regular monitoring meetings at which targets can be reviewed for continuing relevance. A formal system of appraisal should not prevent the continuous review of progress and performance.

BACKGROUND PAPERS

All recruitment pack information can be viewed at <https://www.leading-lancaster.co.uk/the-role>

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