

## BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

<b>From: Assistant Director – Corporate Resources</b>	<b>Report Number: C/55/16</b>
<b>To: Babergh Council Mid Suffolk Council</b>	<b>Date of meeting: 26 July 2016 28 July 2016</b>

### DESIGNATION OF THE HEAD OF PAID SERVICE ROLE

#### 1. Purpose of Report

- 1.1 To designate an officer to be the acting Head of Paid Service for Babergh and Mid Suffolk District Councils for the intervening period before a permanent Joint Chief Executive is appointed.

#### 2. Recommendations

- 2.1 That the candidate recommended by the Task and Finish Group for designation as the Acting Head of Paid Service for Babergh and Mid Suffolk District Councils be considered and approved to undertake the statutory role pending the appointment of a permanent Joint Chief Executive.
- 2.2 That the Monitoring Officer be given delegated authority to make any required changes to the Council's Constitution resulting from the resolution under recommendation 2.1 above.
- 2.3 That any designated Acting Head of Paid Service be approved as Proper Officer under S270(3) of the Local Government Act 1972.
- 2.4 That the Deputy Chief Executive be designated as the Returning Officer and Electoral Registration Officer.

#### 3. Financial Implications

- 3.1 There will be financial implications dependent on the recommendation from the Task and Finish Group. These will be considered by the S151 Officer to ensure that they fall within the Council's 2016/17 approved budget and reported to the Council meeting.

#### 4. Legal Implications

- 4.1 Section 4 of the Local Government and Housing Act 1989 provides that it is the duty of every relevant authority to designate one of their officers as the head of paid service and to provide that officer with such staff, accommodation and other resources as are, in their opinion sufficient to allow their duties under this section to be performed.
- 4.2 Section 7 of the Local Government and Housing Act 1989 provides that all appointments of officers are made on merit.

## 5. Risk Management

- 5.1 This report is not closely linked with the Council's Corporate / Significant Business Risk register. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to appoint a Head of Paid Service to undertake the role	Highly Unlikely	Bad	Designate a Head of Paid Service
Failure to appoint a Returning Officer and Electoral Registration Officer	Highly Unlikely	Bad	Designate an Officer as the Returning Officer and Electoral Registration Officer. This need not be the Council's Head of Paid Service.

## 6. Consultations

- 6.1 Not applicable

## 7. Equality Analysis

- 7.1 Not applicable

## 8. Shared Service / Partnership Implications

- 8.1 The Head of Paid Service is a joint role across the two Councils.

## 9. Links to Joint Strategic Plan

- 9.1 The Head of Paid Service role ensures that the Councils have the right skills and capacity to deliver the Joint Strategic Plan.

## 10. Key Information

- 10.1 The current Joint Chief Executive will be leaving her position on 31 July 2016, having secured a new role. Babergh and Mid Suffolk District Councils are seeking to designate an Officer as the Councils' Acting Head of Paid Service. The Acting Head of Paid Service is intended to be in position pending the outcome of the permanent recruitment process which was reported to both Councils on 28 and 29 June 2016 respectively.
- 10.2 That report set out the timeline and process for the recruitment including the fact that a Task and Finish Group has been established comprising the six main group leaders across both Councils to recruit to the permanent post of Joint Chief Executive.

10.3 The timeline that was proposed has subsequently been revised following discussion with the appointed recruitment agency. The revised timetable shows appointment of a specialist recruitment agency in June 2016, candidate search during August and early September, drawing up a long list in September, a shortlist and overseeing the final elements of the process in October 2016 and making a recommendation to Council in October 2016 to appoint the successful candidate. The report to the respective Councils was silent on any interim arrangements to cover the statutory role of Head of Paid Service.

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