

**BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL**

<b>From: Assistant Director – Corporate Resources</b>	<b>Report Number: C/41/16</b>
<b>To: Council (Babergh) Council (Mid Suffolk)</b>	<b>Date of meeting: 28 June 2016 29 June 2016</b>

**RECRUITMENT OF THE NEW JOINT CHIEF EXECUTIVE**

**1. Purpose of Report**

- 1.1 To outline the process and timetable that is being used to recruit the new Joint Chief Executive and to seek approval to set up a cross-party Task and Finish group to oversee the process and make recommendation to Council to appoint the successful candidate.

**2. Recommendations**

- 2.1 That a Task and Finish group is established to work with officers to select and make recommendation to Council on the recruitment of a new Joint Chief Executive in accordance with the details set out in Appendix A.

**3. Financial Implications**

- 3.1 There will be a financial commitment in respect of the use of an Executive recruitment agency (sum to be confirmed following the procurement process), but this will be funded from savings through vacancies across the Senior Leadership Team.

**4. Legal Implications**

- 4.1 Section 4 of the Local Government and Housing Act 1989 states that it shall be the duty of every Local Authority to designate one of their officers as the head of its paid service and to provide that officer with such staff, accommodation and other resources as are, in his/her opinion, sufficient to allow his/her duties under this section to be performed.
- 4.2 It is common to designate the role of head of paid service to the Chief Executive. The process as outlined at Appendix A which is attached to this report is lawful; in that the final decision to designate the Chief Executive as the head of paid service is reserved to Council.

**5. Risk Management**

- 5.1 This report is not directly linked to the Council's Corporate / Significant Business Risks, but the key risk is set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to recruit a suitable candidate	Unlikely	Bad	Use of a suitably qualified specialist

the Joint Chief Executive role.			recruitment agency in this field to advertise the benefits of the role and to search for suitable candidates.
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## 6. Consultations

6.1 None

## 7. Equality Analysis

7.1 This report does not raise any equality issues that would affect those with protected characteristics.

## 8. Shared Service / Partnership Implications

8.1 This report covers the process to appoint a new Joint Chief Executive across Babergh and Mid Suffolk District Councils and will involve councillors and staff across the two councils. Appointment of a suitable candidate will ensure the continuation of the successful integration between the two councils and the wider working across Suffolk and beyond.

## 9. Links to Joint Strategic Plan

9.1 The Joint Chief Executive role is key (along with the Senior Leadership Team) to ensuring the successful delivery of the vision and ambition within the refreshed Joint Strategic Plan.

## 10. Key Information

10.1 Currently, the Councils' Constitution provides that the Joint Appointments Committee (JAC) undertakes and determine all aspects of the process for the recruitment, selection of the Chief Executive, Directors and Statutory Posts but it cannot appoint a head of paid service; this decision is reserved to Council.

10.2 The Joint Member Integration Board (JMIB) on 19<sup>th</sup> May 2016 provided a steer on the recruitment process for the new Joint Chief Executive and the Joint Appointments Committee acknowledged the steer on the 23<sup>rd</sup> May.

10.3 The JAC acknowledged at its meeting on 23<sup>rd</sup> May 2016 that the current format and membership of the Committee was not sufficiently flexible to support the recruitment of the new Joint Chief Executive.

10.4 Ideally, all six main Group Leaders (three from each Council) should be involved in the recruitment process because the new Joint Chief Executive will need the confidence that he/she has the unanimous support of all the Political Groups within the Councils. The current membership of the JAC includes only three of the six main Group Leaders.

- 10.5 Following discussion with the Chairs of the JAC and acknowledging the importance of recruiting the right person for the Joint Chief Executive role, it was decided to seek Council approval to establish a Task and Finish group to oversee the process.
- 10.6 The proposed membership of the Task and Finish group and a high level summary of the process and timetable are set out in Appendix A.

## 11. Appendices

Title	Location
(a) Task and Finish Group Membership and Work Programme	Attached as Appendix A

Authorship:  
 Katherine Steel  
 Assistant Director – Corporate Resources

Tel: 01449 724806 / 01473 826672  
 Email:  
[Katherine.Steel@baberghmidsuffolk.gov.uk](mailto:Katherine.Steel@baberghmidsuffolk.gov.uk)

**TASK AND FINISH GROUP MEMBERSHIP AND WORK PROGRAMME**

**Membership**

**Babergh District Council**

Jennie Jenkins – Leader of the Conservative Group

Clive Arthey – Leader of the Independent Group

Sue Carpendale – Leader of the Liberal Democrat Group

**Mid Suffolk District Council**

Nick Gowrley – Leader of the Conservative Group

Andrew Stringer – Leader of the Green Group

Penny Otton – Leader of the Liberal Democrat Group

Due to the importance of all main Political Group Leaders being involved in the process, no substitutions will be made in respect of the membership of the task and finish group.

**Work Programme**

June 2016

Commission and appoint a specialist recruitment agency to advertise and seek suitable candidates for the Joint Chief Executive role.

July 2016

Work with the recruitment agency to select a long list, then short list of potential candidates.

August 2016

Oversee the final elements of the selection process of the shortlisted candidates.

September 2016

Make recommendation to Council to appoint the successful candidate.