

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

From: Assistant Director – Corporate Resources	Report Number: C/83/16
To: Council (Babergh) Council (Mid Suffolk)	Date of meeting: 31 October 2016

APPOINTMENT OF JOINT CHIEF EXECUTIVE ROLE TO BE DESIGNATED AS THE JOINT HEAD OF PAID SERVICE

1. Purpose of Report

- 1.1 Following a robust recruitment process that involved final interviews held on 17th and 18th October 2016, this report recommends the outcome of the Joint Recruitment Task and Finish Group for the appointment of the statutory Head of Paid Service for both Councils and to also appoint the same officer to be the Joint Chief Executive for both Councils.

2. Recommendations

- 2.1 That Council agree the candidate recommended by the Joint Recruitment Task and Finish Group is designated (on a date to be informed at the Council meeting), to undertake the statutory role as the Head of Paid Service for Babergh and Mid Suffolk District Councils and is also appointed as the Joint Chief Executive for both Councils.
- 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 Head of Paid Service be approved as the Proper Officer under S270(3) of the Local Government Act 1972.
- 2.4 That the appointed candidate (as in 2.1 above), will also be the Officer designated as the Returning Officer and Electoral Registration Officer.

3. Financial Implications

- 3.1 The costs incurred in advertising and recruiting to the Joint Chief Executive post have amounted to £33,000, which will be split equally between the two Councils and is being funded from the savings from the currently vacant post.

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 final decision to designate the Chief Executive as the Head of Paid Service is reserved to Council.
- 4.3 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 By carrying the strategic and corporate responsibility for service delivery the Joint Chief Executive will have oversight of all the Councils' significant risks. Specific risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Offer of employment is not accepted	Unlikely	Noticeable	Early discussions with candidate indicate that this will not be the case.
Candidate does not have the right skills and attributes to lead the organisation	Unlikely	Noticeable	Rigorous recruitment process to test required attributes

6. Consultations

- 6.1 The recruitment process for the Joint Chief Executive role included an external stakeholder engagement exercise and a presentation to a group of Councillors across the two Councils.

7. Equality Analysis

- 7.1 The selection process has been rigorous, transparent and documented to adhere to good practice and equalities legislation. All applicants completed an equalities monitoring information form, the summary of which was shared with the Task and Finish Group.

8. Shared Service / Partnership Implications

- 8.1 The Joint Chief Executive role is a key appointment to 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 That on 28th June 2016 (Report S31 Babergh) and 29th June 2016 (Report C/41/16 Mid Suffolk) the Councils approved the Joint Task and Finish Group to carry out the recruitment process for the new Joint Chief Executive.
- 10.2 The specialist recruitment agency, GatenbySanderson was commissioned to undertake the recruitment process for the Joint Chief Executive role in July 2016.

The Joint Chief Executive post was advertised in the Management Journal on 11th August and 8th September 2016 and the Guardian on 17th August and was available on their internet sites throughout the advertising period. In addition GatenbySanderson undertook a national search for potential candidates. A total of 22 applications were received. 11 candidates were invited to participate.

- 10.3 Council is invited to make the appointment, subject to the agreement of terms and conditions of employment (including salary) with the successful candidate.

11. Background Documents

- 11.1 Report S31 to Babergh Council on 28th June 2016
- 11.2 Report C/41/16 to Mid Suffolk Council on 29th June 2016

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