

APPOINTMENT OF CHIEF EXECUTIVE

Leader of the Council

Date:	18 May 2021
Agenda Item:	16
Contact Officer:	Christie Tims, Head of Governance & Performance
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Key Decision?	YES
Local Ward Members	NA



FULL COUNCIL

1. Executive Summary

- 1.1 A comprehensive and robust recruitment process for the role of Chief Executive has been completed. An interim has been appointed to ensure a smooth transition and Council is now recommended to formally appoint to the permanent role of Chief Executive (Head of Paid Service and Chief Officer), Electoral Registration Officer and Returning Officer.

2. Recommendations

- 2.1 Council agree to formally appoint Simon Fletcher to the role of Chief Executive (Head of Paid Service and Chief Officer), Electoral Registration Officer and Returning Officer.

3. Background

- 3.1 On 20 April Councillors were advised that the Appointments Committee had not been able to appoint a permanent Chief Executive and instead approved the appointment of an interim Chief Executive to allow time for alternative processes to be considered and if necessary an alternate recruitment process to be pursued.
- 3.2 Following review of applicants to the original campaign in February it was noted that two candidates who scored highly in the first stage of shortlisting had withdrawn before progressing to assessments. These candidates were invited to reschedule these assessments to determine if they would be suitable to be considered by the appointments Committee
- 3.3 Following such assessments both candidates were invited to an Appointments Committee scheduled on 29 April. Both candidates proved to be outstanding and as a result Simon Fletcher is recommended for appointment to the role.
- 3.4 The successful candidate has a 3 month notice period and will begin their appointment later this year.

4. Governance Implications

- 4.1 Under Section 4 of the Local Government and Housing Act 1989 (as amended), the Council has a legal duty to appoint one of its officers as Head of Paid Service. Under the Council's constitution, this role is performed by the Chief Executive.
- 4.2 The Local Authorities (Standing Orders) (England) Regulations 2001 and the Council's Constitution provide that an offer of an appointment as Head of Paid Service must not be made until:-

- the Appointments Committee has notified the Proper Officer of the name of the person to whom it wishes to make the offer and any other particulars which the panel considers are relevant to the appointment;
- the Proper Officer has notified every member of the Cabinet of:-
 - (a) the name of the person to whom the panel wishes to make the offer (subject to approval of the Council);
 - (b) any other particulars relevant to the appointment which the panel has notified to the Proper Officer; and
 - (c) the period within which any objection to the making of the offer is to be made to the Proper Officer by the Leader of the Council on behalf of the Cabinet; and
 either –
 - (a) the Leader of the Council has, within the period specified in the notice under sub-paragraph (c) above, notified the committee that neither he nor any other member of the Cabinet has any objection to the making of the offer;
 - (b) the Proper Officer has notified the committee that no objection was received by her within that period from the Leader of the Council; or
 - (c) the committee (or in the case of the appointment of the Head of Paid Service, the full Council) is satisfied that any objection received from the Leader of the Council within that period is not material or well-founded.

No such objection has been received.

Alternative Options	<p>Members can decide not to appoint the preferred candidate.</p> <p>Under Section 4 of the Local Government and Housing Act 1989 (as amended), the Council has a legal duty to appoint one of its officers as Head of Paid Service, Electoral Registration officer and Returning Officer . Under the Council’s current constitution, this role is performed by the Chief Executive.</p>																														
Consultation	<p>The appointment has been carried out and recommended by the Appointments Committee made up of Cabinet members, the Leader of the Cabinet and Leader of the Opposition.</p> <p>Stakeholder engagement with senior officers has been carried out as part of the interview process and Cabinet as outlined above.</p>																														
Financial Implications	<p>The current approved budgets for the post of Chief Executive are shown below:</p> <table border="1" data-bbox="408 1518 1366 1776"> <thead> <tr> <th></th> <th>2021/22</th> <th>2022/23</th> <th>2023/24</th> <th>2024/25</th> </tr> </thead> <tbody> <tr> <td>Basic Pay</td> <td>£118,310</td> <td>£120,680</td> <td>£123,090</td> <td>£125,550</td> </tr> <tr> <td>Employers National Insurance</td> <td>£15,150</td> <td>£15,470</td> <td>£15,810</td> <td>£16,150</td> </tr> <tr> <td>Employers Pension</td> <td>£19,170</td> <td>£19,550</td> <td>£19,940</td> <td>£20,340</td> </tr> <tr> <td>Essential Car User Allowance</td> <td>£960</td> <td>£960</td> <td>£960</td> <td>£960</td> </tr> <tr> <td>Total</td> <td>£153,590</td> <td>£156,660</td> <td>£159,800</td> <td>£163,000</td> </tr> </tbody> </table> <p>An additional relocation budget of up to £12,000 has been agreed as part of the appointment for the successful candidate to relocate to the area.</p>		2021/22	2022/23	2023/24	2024/25	Basic Pay	£118,310	£120,680	£123,090	£125,550	Employers National Insurance	£15,150	£15,470	£15,810	£16,150	Employers Pension	£19,170	£19,550	£19,940	£20,340	Essential Car User Allowance	£960	£960	£960	£960	Total	£153,590	£156,660	£159,800	£163,000
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Contribution to the Delivery of the Strategic Plan	<p>The role of Chief Executive ensures the effective delivery of our strategic outcomes as set out in the strategic plan.</p>																														

Equality, Diversity and Human Rights Implications	The recruitment has been carried out with support from WM Employers in line with current recruitment practices and advertised widely. Candidate demographics have been collected as part of the process to ensure participation from groups with protected characteristics.
Crime & Safety Issues	None arising from this report.
Environmental Impact	None arising from this report.
GDPR/Privacy Impact Assessment	Chief Executive appointments must be formally approved by Full Council in the public domain.

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Preferred candidate does not accept the position.	Salary package has been benchmarked and rationale for additional costs is sound. The process has been designed to set out clear expectations for the role and ensure the candidate meets them.	Yellow – material Likelihood – low Impact – high
B	Candidate does not fulfil the Statutory requirements of the role.	A robust process has been used to determine suitable candidates and all are subject to 6 months probationary period. Any gaps identified in the recruitment process are covered with robust development plans.	Yellow – material Likelihood – low Impact – high

Background documents
<https://democracy.lichfielddc.gov.uk/documents/s10642/Item%2012%20-%20Final%20Report%20Appointment%20of%20Interim%20Chief%20Executive%20April%202020.pdf>

Relevant web links