

Title of Report	CHIEF EXECUTIVE APPOINTMENT – INTERIM AND PERMANENT APPOINTMENTS	
Presented by	Councillor Richard Blunt Leader of the Council	
Background Papers	None.	Public Report: Yes
Financial Implications	There are no direct financial implications arising out of this report. The costs of the interim Chief Executive will be met out of the existing budget for the post. The cost of recruiting is estimated to be £19,000 and will be funded by other underspends arising within the Council's budgets	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Section 4 Local Government and Housing Act 1989 requires every Council to designate one of its officers as the Head of Paid Service. The Constitution reserves the appointment of the Head of Paid Service and Returning Officer to Council. The Appointments Committee interviews candidates for the post of Chief Executive and makes a recommendation to Council.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	It is necessary to fill the role of Chief Executive to ensure that the organisation has the necessary leadership capacity. There is likely to be a gap between the departure of the current Chief Executive and the incoming Chief Executive which necessitates that interim arrangements be put in place.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To ask Council to note the arrangements for the appointment of the permanent Chief Executive and to delegate the authority for the appointment of the interim Chief Executive to the current incumbent in consultation with the Appointments Committee.	
Recommendations	THAT COUNCIL: 1. NOTE THE PROCESS AND TIMELINE FOR THE APPOINTMENT OF THE NEW PERMANENT CHIEF EXECUTIVE	

	<p>2. NOTE THE PROCESS AND TIMELINE FOR THE APPOINTMENT OF AN INTERIM CHIEF EXECUTIVE AND DELEGATE THE AUTHORITY TO MAKE THAT APPOINTMENT TO THE CURRENT CHIEF EXECUTIVE IN CONSULTATION WITH THE APPOINTMENTS COMMITTEE</p> <p>3. AGREES THAT THE POST OF INTERIM CHIEF EXECUTIVE BE DESIGNATED AS THE HEAD OF PAID SERVICE, RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER</p>
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1.0 BACKGROUND

- 1.1 The Chief Executive, Bev Smith, resigned her position as Chief Executive of the Council on 26 January 2022 and will leave the employment of the Council on 30 April 2022. It is necessary to commence the process for the appointment of a new Chief Executive promptly to minimise the gap between the current Chief Executive leaving office and the new Chief Executive taking up the role. This also enables Ms Smith to develop and oversee the recruitment process with the external executive search agency.
- 1.2 However, given the process and likely employment notice periods of the successful candidate, it is likely that there will be a gap between Mrs Smith's departure and the new Chief Executive starting work. In consultation with the Leader, it has been agreed that an interim appointment to the post should be made to ensure that the organisation has sufficient leadership capacity over the coming months.
- 1.3 In terms of the permanent appointment, the Appointments Committee is responsible for interviewing candidates and making a recommendation on the preferred candidate to Council. Details of the process to be followed for the permanent appointment are set out later in this report.
- 1.4 In terms of the interim appointment, the constitution provides that the Chief Executive can make interim appointments to vacancies to Chief Officer posts for a period of less than 18 months. However, the constitution provides that the designation of Head of Paid Service and Returning Officer is a matter reserved to Council. The Chief Executive considered that it was appropriate to appraise Council of the plans for the appointment of an interim Chief Executive and seek a delegation to make that appointment as set out in recommendation 2.

2.0 PROCESS AND TIMELINE FOR THE APPOINTMENT OF THE PERMANENT CHIEF EXECUTIVE

- 2.1 The recruitment process and work of the executive search agency will be overseen by the Head of Human Resources and Organisational Development and the Chief Executive. Additional support will be provided by Mr Mitchell, Chief Executive of Charnwood Borough Council.

- 2.2 The recruitment process is likely to include
- A bespoke website and targeted proactive recruitment process to identify prospective candidates
 - Advertisement
 - Rigorous long listing process involving technical interviews and desk top exercises
 - Assessment centre days which will include exercises and focus group/partner panels.
 - Appointments Panel meeting with final shortlisted candidates

The indicative timeline is as follows:

Date	Process
17 February 2022	Recruitment process begins
21 March 2022	Closing date
22 April 2022	Appointments Panel meeting – interviews shortlisted candidates and considers the Chief Executive’s proposal for an interim appointment
10 May 2022	Annual Council – considers the recommendations from the Appointments Panel

3.0 PROCESS AND TIMELINE FOR THE APPOINTMENT OF THE INTERIM CHIEF EXECUTIVE

- 3.1 Without prejudice to the outcome of the interview process and recommendations of the Appointments Committee in concluding the appointment of the permanent Chief Executive, there is a possibility there will be a gap between the departure of the current chief executive and the start date of the new incumbent. To prepare for this possibility it is recommended the responsibility to appoint an interim chief executive be delegated to the current chief executive in consultation with the Appointments Committee. Further it is recommended that the post of interim chief executive be designated as the head of the paid service, returning officer and electoral registration officer.

Policies and other considerations, as appropriate	
Council Priorities:	NA
Policy Considerations:	The process outlined in this report complies with the legal and constitutional requirements.
Safeguarding:	NA
Equalities/Diversity:	Both processes will be conducted in line with our Equality and Diversity Policy
Customer Impact:	NA
Economic and Social Impact:	NA
Environment and Climate Change:	NA

Consultation/Community Engagement:	Key Stakeholders will be engaged in the appointments process for the new Chief Executive
Risks:	No specific risks
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