

**SPECIAL COUNCIL  
19 DECEMBER 2024**

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**APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE]**

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**Responsible Cabinet Member -  
Councillor Stephen Harker, Leader**

**Responsible Director -  
Elizabeth Davison, Executive Director Resources and Governance**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To approve the recommendation of the Human Resources Committee, in relation to the appointment of a new Chief Executive (Head of Paid Service).

**Summary**

2. Members will recall that, in September 2024, Council approved a Senior Management Restructure, following notification from the current Chief Executive of his planned retirement.
3. A subsequent recruitment and selection process has been undertaken in accordance with the Officer Employment Procedure Rules for the Appointment of Head of Paid Service (Chief Executive), as detailed in the Council's Constitution.
4. The Human Resources Committee met to interview 3 candidates for the post on 13 December 2024, and further information on the outcome of those interviews will be circulated to Members as an addendum to this report at a later date due to the recruitment timetable.

**Recommendations**

5. Council are requested to:
  - (a) Note the recruitment process which has been followed for the appointment of the Council's Head of Paid Service (Chief Executive);
  - (b) Approve the appointment of the candidate recommended by the Human Resources Committee as the Council's Head of Paid Service (Chief Executive), subject to the satisfactory completion of the appropriate recruitment checks.

## Reason

6. The recommendation is supported to enable a Chief Executive to be appointed and to discharge the duties and functions assigned to them by the role.

**Elizabeth Davison**  
**Executive Director Resources and Governance**

## Background Papers

No background papers were used in the preparation of this report

Shirley Wright : Extension 5998

Council Plan	The appointment of the Head of Paid Service (Chief Executive) will oversee and help the delivery of the Council Plan
Addressing inequalities	There are no issues relating to diversity which this report needs to address
Tackling Climate Change	There are no issues which this report needs to address
Efficient and effective use of resources	The impact has been assessed as part of the senior management restructure and aims to increase efficiency
Health and Wellbeing	There are no issues which this report needs to address
S17 Crime and Disorder	There are no issues which this report needs to address
Wards Affected	All Wards are equally affected
Groups Affected	All groups are equally affected
Budget and Policy Framework	This report does not represent a change to the budget and policy framework
Key Decision	This is not an Executive Decision
Urgent Decision	This is not an Urgent Decision
Impact on Looked After Children and Care Leavers	This report has no impact on Looked after Children or Care Leavers

## MAIN REPORT

### Information and Analysis

7. Following the announcement that the current Chief Executive will retire in March 2025 and the approval of the Senior Management Restructure by Council in September 2024, a recruitment and selection process has been undertaken in accordance with the Officer Employment Procedure Rules for the Appointment of the Head of Paid Service (Chief Executive), as detailed in the Council's Constitution.
8. Tile Hill, an external recruitment organisation, were appointed to assist in the process, which included a Preliminary Interview with a Technical Advisor, a Members's shortlisting Panel, a recruitment and selection briefing for all Members of the Human Resources Committee and a formal interview by the Human Resources Committee.
9. In accordance with the Employment Procedure Rules, the shortlisting was undertaken by the Leader and Deputy Leader of the Council and the Cabinet Member with the Resources portfolio, with the final interviews being carried out by the Human Resources Committee on 13 December 2024.
10. Following the formal interview process and, in accordance with the Employment Procedure Rules, the Assistant Director Law and Governance wrote to all Members of Cabinet with the name of the candidate the Human Resources Committee wished to make the offer of appointment to and gave them 24 hours in which to raise an objection to the appointment.
11. The final stage of the process, as detailed in the Procedure Rules, requires Full Council to approve the appointment of the Head of Paid Service (Chief Executive) following the recommendation of such an appointment by the Human Resources Committee.
12. It is expected that non-approval of the appointment by Full Council would only occur in exceptional circumstances, based on objections which were material and well-founded, such as an undeclared relationship to a Member of the Council or non-declaration of an unspent conviction.
13. If for any reason, approval was not granted, the Council would need to indicate the reason(s) for non-approval and refer the matter back to the Human Resources Committee for further consideration.

### Legal Implications

14. A decision to appoint the Chief Executive – a post that discharges the statutory function of Head of Paid Service and a number of other proper officer functions, is one that must be made by Full Council.

### HR Implications

15. There are no issues as a robust and fair recruitment and selection process has been followed in accordance with our policies and procedures.

### **Section 17 of the Crime and Disorder Act 1998**

16. The contents of this report have been considered in the context of the requirements placed on the Council by Section 17 of the Crime and Disorder Act 1998, namely, the duty on the Council to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area. It is not considered that the contents of this report have any such effect.

### **Additional Information**

17. The Human Resources Committee is interviewing candidates on the 13 December 2024. Details of the candidate that the Committee is putting forward to Council to approve will be published in an addendum to this report, following the decision of the Committee.