

Public Document Pack

Simon Young, Solicitor
Head of Legal and Democratic Services



To: All Members of the Council

Dear Councillor

COUNCIL - TUESDAY, 13TH DECEMBER, 2016

Please find attached the following Urgent Item for the meeting of the Council to be held on Tuesday, 13th December, 2016. This was not included in the original Agenda pack published previously.

8 a) Appointment of recruitment panel (Pages 3 - 6)

A Panel is required to be appointed to undertake various tasks relating to the recruitment of a new Chief Executive. The Panel would ordinarily be appointed by Strategy & Resources Committee, but it is considered that it should instead be appointed by full Council, to avoid undue delay to the process and consequent impact on the Council.

For further information, please contact Tim Richardson, tel: 01372 732122 or trichardson@epsom-ewell.gov.uk

Yours sincerely

A handwritten signature in black ink, appearing to read "S Young".

Head of Legal and Democratic Services

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APPOINTMENT OF RECRUITMENT PANEL

<u>Report of the:</u>	Chief Executive
<u>Contact:</u>	Frances Rutter
<u>Urgent Decision?(yes/no)</u>	Yes
<u>If yes, reason urgent decision required:</u>	There is a need to proceed with recruitment of a new Chief Executive without delay. The next scheduled meeting of the Strategy & Resources Committee is not until 7 February 2017, and it would be difficult and disproportionate to call a special meeting before then.
<u>Annexes/Appendices (attached):</u>	None
<u>Other available papers (not attached):</u>	Officer Employment Procedure Rules

REPORT SUMMARY

A Panel is required to be appointed to undertake various tasks relating to the recruitment of a new Chief Executive. The Panel would ordinarily be appointed by Strategy & Resources Committee, but it is considered that it should instead be appointed by full Council, to avoid undue delay to the process and consequent impact on the Council.

RECOMMENDATION (S)

- (1) It is recommended that the costs associated with the recruitment of a new Chief Executive be met from the Corporate Projects Reserve, capped at £20,000 without further authority.**
- (2) It is recommended that Council appoints a Panel for the purposes of recruiting a new Chief Executive, to undertake the roles set out in the Council's Officer Employment Procedure Rules and comprising:**
 - Councillor Eber Kington (Chairman of Strategy & Resources Committee)**
 - Councillor Alex Clarke**
 - Councillor Hannah Dalton**
 - Councillor Chris Frost**

Notes

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| <ul style="list-style-type: none">• Councillor Clive Woodbridge | |
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1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The role of Chief Executive as the Council's Head of Paid Service is key to the delivery of the Council's key priorities and service plans.

2 Background

- 2.1 The Chief Executive has given notice of her intention to resign as Head of Paid Service of the Council to take up the role of Chief executive and Principal of NESCOL. The chief executive is required under her contract of employment to give 3 months' notice, and her last day of service is expected to be 2 April 2017.
- 2.2 The Council is required, by virtue of section 4 of the Local Government and Housing Act 1989 to designate one of its officers as the head of its paid service.
- 2.3 The Council's Officer Employment Procedure Rules provide that "A panel of five members, composed of the Chairman of the Strategy and Resources Committee and four other members **appointed by that Committee** (to include appropriate minority group representation) will make all necessary arrangements for the recruitment and selection of the Chief Executive in accordance with the arrangements set out ... above."
- 2.4 The arrangements referred to include:
- 2.4.1 Drawing up a statement specifying:
- 2.4.1.1 The duties of the Chief Executive; and
- 2.4.1.2 any qualifications or qualities to be sought in the person to be appointed.
- 2.4.2 Making arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- 2.4.3 Making arrangements for a copy of the statement referred to above to be sent to any person on request.
- 2.5 The Rules also confirm that Full Council will approve the appointment of the Chief Executive following the recommendation of the Panel.

3 Proposals

- 3.1 In view of the need to ensure that the recruitment exercise can start early in the new-year, it is necessary that the Panel be appointed at the earliest opportunity.
- 3.2 It is therefore proposed that Council be asked to appoint the Panel.

4 Financial and Manpower Implications

- 4.1 **Chief Finance Officer's comments:** There are no direct financial implications arising from the appointment of the Panel. The recruitment exercise itself will require to be funded appropriately, and it is suggested that this be met from the Corporate Projects Reserve, up to a limit of £20,000 without further authority.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 **Monitoring Officer's comments:** In order to consider this report as an "urgent" addition to the agenda, the Mayor must be of the opinion that, by reason of special circumstances, which shall be specified in the minutes, that the item should be considered at the meeting as a matter of urgency". It is considered this is a legitimate opinion which could be held in all the circumstances and that, in any event, there are negligible risks of proceeding as proposed.

6 Sustainability Policy and Community Safety Implications

- 6.1 There are no direct implications arising from this report.

7 Partnerships

- 7.1 There are no direct implications arising from this report.

8 Risk Assessment

- 8.1 There are no significant risks arising from this report. However, delaying the recruitment process does create some risk.

9 Conclusion and Recommendations

- 9.1 In conclusion it is considered that the balance favours proceeding to appoint the Panel at the earliest opportunity, and it is therefore recommended that the Panel be appointed by full Council. It is further recommended that the costs of the recruitment exercise be funded from the Corporate Projects Reserve up to a limit of £20,000. It is considered that this will be more than sufficient, but in the unlikely event that costs might exceed this, appropriate further authority will first be obtained.

WARD(S) AFFECTED: All

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