

Agenda Item 5

Executive Member	Councillor Vivienne Michael – Leader of the Council
Strategic Management Team Lead Officer	N/A
Author	Councillor Vivienne Michael – Leader of the Council
Date	Council – 11 th July 2017

Subject	Appointment of Chief Executive/Head of Paid Service and Electoral Registration Officer/Returning Officer
RECOMMENDATION	
The Council is requested to endorse the appointment of Karen Brimacombe as Chief Executive/Head of the Paid Service and Electoral Registration Officer/Returning Officer with effect from a date to be agreed with the outgoing employer.	

The Council has the authority to determine the Recommendations

BACKGROUND

- 1.1 A politically balanced appointments panel has now completed a full external recruitment exercise for the post of permanent Chief Executive/Head of the Paid Service. This has been conducted alongside an external agency (Veredus) and professional HR advice from the Council's internal team.
- 1.2 The panel met on 3 occasions and selected 3 candidates to be shortlisted (from a total of 17 potential applicants).
- 1.3 On Friday 23rd June the panel convened again to undertake a full assessment process. This included two interviews (one with Members, one with partners) and delivery of a presentation on a topic selected and agreed in advance. All Members on the panel had the opportunity to put questions and to assess and discuss overall suitability against the person specification for the role.
- 1.4 The following Members were on the panel:
Councillor Vivienne Michael, Councillor Charles Yarwood, Councillor Lynne Brooks, Councillor Peter Stanyard and Councillor Stephen Cooksey
- 1.5 As a result of this exercise, Karen Brimacombe has emerged as the panel's preferred candidate. An offer has been made and accepted. The offer is subject to Council approval and (at the time of writing this report) to further checks including fitness and right to work. It is anticipated that the checks will have been completed prior to full Council. Karen is on three month's notice so it is anticipated she will take up post in the Autumn.
- 1.6 In accordance with our Constitution, and The Local Authorities (Standing Orders) (England) Regulations 2001 all members of the Executive have been notified of the name of the preferred candidate and given a period of time to object which has now passed. . No such objection has been received.
- 1.7 In the absence of any valid objection by the Executive, the Council is required to make the appointment.
- 1.8 The Council is therefore requested to approve the appointment of Karen Brimacombe as the new permanent Chief Executive/Head of the Paid Service and Electoral Registration Officer/Returning Officer.

1.9 Until a new Chief Executive is in post, the interim arrangements will continue.

2.0 CORPORATE IMPLICATIONS

Legal Implications

The process for recruiting a new Chief Executive is in accordance with Mole Valley District Council's Constitution.

The appointment must be approved by full Council before a formal offer of appointment is made to the preferred candidate. Council must make the appointment in the absence of any objection by the Executive.

Each local authority has a duty, under the Local Government and Housing Act 1989, to appoint a Head of Paid service. If the Council does not agree the proposed appointment the interim arrangements will continue. Similarly, each local authority is required, under the provisions of the Representation of the People Act 1983, to appoint a Registration Officer and a Returning Officer.

Monitoring Officer Commentary

The Monitoring Officer is satisfied that all relevant legal implications have been taken into consideration.

Financial Implications

The new Chief Executive/Head of the Paid Service will be employed by the Council. The agreed salary offered was £112,000 which falls within the range of our pay scales, coming in just below the highest increment.

There is no requirement for relocation and therefore no relocation expenditure.

Section 151 Officer Commentary

The s151 Officer is satisfied that all relevant financial implications have been taken into account.

Risk Implications

In the absence of Council making the appointment the interim arrangements will continue.

Equalities Implications

The method by which the search and selection process has been undertaken has taken account of equalities implications arising from the Equalities Act 2010.

Employment Issues

The Council will directly employ the preferred candidate as the new Chief Executive/Head of the Paid Service, which will include the responsibilities as Electoral Registration Officer/Returning Officer. Upon the commencement of such appointment the 'acting up' arrangements with the Interim Chief Executive will cease and he will then revert to his substantive post as Corporate Head of Service for Planning. There are no employment implications arising from ceasing the arrangements for the interim Electoral Registration Officer/Returning Officer.

Sustainability Issues

None.

Consultation

The Leader of the Council consulted with the Leaders of the Independent and Liberal Democrat Groups to propose nomination to a politically balanced sub-committee for the formal stages in the recruitment process set out above.

The sub-committee sitting as the assessment panel has agreed its deliberations resulting in the selection of the preferred candidate at all times in consultation with each other. In addition, the final selection process included interviews and assessment of application details by a partner panel. This panel fed back their views to the Member panel.

All Members of the Executive have been consulted over the proposed appointment in accordance with paragraph 1.6 above.

Communications

Internal communication channels are being used throughout the process to brief staff and Members, respectively. Partners will be advised of the appointment. Residents and businesses will be informed through appropriate online and offline communication channels. Trade press such as the MJ and LGC will be used to inform the broader local government community.

There will be a press release to announce the new appointment.

All communications will be coordinated with the approval of the preferred candidate.

BACKGROUND PAPERS

There are no background papers.

