

<b>SUBJECT:</b>	Appointment of Chief Executive
<b>REPORT OF:</b>	HR Manager
<b>RESPONSIBLE OFFICER</b>	Jim Burness, Director of Resources
<b>REPORT AUTHOR</b>	Judy Benson HR Manager
<b>WARD/S AFFECTED</b>	None

### 1. Purpose of Report

To see approval to the recommendation of the Joint Appointments and Implementation Committee regarding the appointment of a shared Chief Executive/ Head of Paid Service (including the roles of Returning Officer and Electoral Registration Officers) following the recruitment and selection process.

### 2. Recommendation

**That the Council:**

- (i) Approve the recommendation of the Joint Appointments and Implementation Committee that Robert Smith be offered the appointment as Chief Executive and Head of Paid Service of Chiltern District Council shared with South Bucks District Council (to include the role of Returning Officer and Electoral Registration Officer for Chiltern District Council);**
- (ii) That the appointment be confirmed and remunerated in accordance with the approved salary grade; and**
- (iii) That the HR Manager in consultation with the Leaders of both Councils be authorised to finalise the arrangements and the start date for the appointment**

### 3. Reasons for Recommendation

The reasons are outlined in paragraph 4 of the report and ensure that the Council:

- (i) complies with the requirements in sections 4 and 7 of the Local Government and Housing Act 1989 to appoint a Head of Paid Service and to make this appointment on merit.
- (ii) complies with the requirement in section 35 of the Representation of the People Act 1983 to appoint an officer as the Returning Officer for the District
- (iii) complies with the requirement in section 8 of the Representation of the People Act 1983 to appoint an officer as the Electoral Registration Officer for the District.

#### **4. Content of Report**

- 4.1 In accordance with the Inter Authority Agreement between the Council and South Bucks District Council appointments to the senior management team including the post of shared Chief Executive and Head of Paid Service is delegated to the Joint Appointments and Implementation Committee (JAIC). Under the Local Authorities (Standing Orders)(England) Regulations 2001 the appointment of statutory chief officers including the Head of Paid Service, is reserved for Full Council.
- 4.2 The post was advertised externally through relevant media and a total of 13 applications received. An adviser from the LGA was engaged to provide independent assistance alongside the HR Manager in the recruitment and shortlisting process. The JAIC met on 17 October to short list applicants based on compliance with the required competencies listed in the person specification for the position. This resulted in 4 applicants being invited for the final selection process.
- 4.3 A meeting of JAIC took place on 26 October to complete the final selection process and involved a Group Task assessment to test the suitability of candidates for the post as well as a presentation to JAIC followed by an interview. The Committee were advised by the HR Manager supported by the adviser from the LGA .
- 4.4 Following the conclusion of the selection process JAIC considered the candidates and agreed to recommend that Robert Smith be offered the appointment on the agreed salary grade.

#### **5. Consultation**

In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 the cabinet members of both councils were notified of JAIC's recommendations and given the opportunity to object. No objections have been received.

#### **6. Corporate Implications**

Financial – The salary applicable to this post is within the budgeted salary range and there are therefore no additional financial implications.

Legal – As set out in the report

#### **7. Links to Council Policy Objectives**

There are no direct links to the policy objectives. But the Council has a statutory duty to appoint a Head of Paid Service, Returning Officer and Electoral Registration Officer.

#### **8. Next Steps**

Subject to Chiltern District Council approving JAIC's recommendation at their meeting on 15 November a formal offer will be made to Robert Smith and contract arrangements concluded including agreeing an official start date.

<b>Background Papers:</b>	Application for the post Exempt: under paragraphs 1 and 3 of Schedule 12A Part 1 of Local Government Act 1972 – information relating to an individual and the financial or business affairs of any person (including the authority)
---------------------------	--