



Extraordinary Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 5th April, 2023



Sir or Madam,

Notice is given of an EXTRAORDINARY MEETING of the COUNCIL of the BOROUGH OF BURNLEY to

be held at BURNLEY TOWN HALL, BURNLEY on

DATE: Wednesday, 5th April, 2023

starting at 6.30 pm

To transact the business specified below.

**Catherine Waudby
Head of Legal and Democratic Services**

A G E N D A

1. Declarations of Interest

To receive any declarations of interest.

2. Items for Decision by the Council

a) Appointment of Chief Executive

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To consider ratification of the recommendation from the Appointments Committee regarding the appointment of the Chief Executive/Head of Paid Service following the recruitment and selection process.

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Appointment of Chief Executive

REPORT TO FULL COUNCIL



DATE	05/04/2023
PORTFOLIO	Leader
REPORT AUTHOR	Vicky White, Strategic HR Manager
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PURPOSE

1. To seek ratification of the recommendation from the Appointments Committee regarding the appointment of the Chief Executive/Head of Paid Service following the recruitment and selection process undertaken.

RECOMMENDATION

2. That the Council be asked to:
 - (i) Endorse this report
 - (ii) Ratify the recommendation of the Appointments Committee that Lukman Patel be selected for the position of Chief Executive and Head of Paid Service following the conclusion of the selection process on 21st March 2023.
 - (iii) That the appointment be confirmed and remunerated in accordance with the Council's approved salary level of £118,151 per annum.
 - (iv) That delegated authority be given to the Leader in conjunction with the Strategic HR Manager to finalise the arrangements and confirm the start date for the Chief Executive.

REASONS FOR RECOMMENDATION

3. The reasons for the recommendations outlined within this report are as follows:
 - (i) To ensure the Council complies with the requirements of Section 4 of the Local Government and Housing Act 1989 to appoint a Head of Paid Services.
 - (ii) To ensure that the appointment of the Chief Executive/Head of Paid Services is made on merit as prescribed in Section 7(2) of the Local Government and Housing Act 1989.

SUMMARY OF KEY POINTS

4. Members considered the recruitment to the position of the Chief Executive/Head of Paid Service at the meeting of Council on 25th January 2023 where the Appointments Committee were delegated to undertake the recruitment process in accordance with the Council's Constitution and to make recommendation of the selected candidate to Council.
5. North West Employers Organisation (NWEO) was engaged to provide professional assistance in the recruitment process to the Appointments Committee, alongside the Council's Proper Officer.
6. The post was advertised externally through relevant media and in addition the North West Employers Organisation publicised the vacancy through their networks with the authorities in the North West.
7. A total of 5 applications were received for the position and the Appointments Committee agreed on 28th February 2023 that 4 should be longlisted for the peer assessment, which formed the first stage of the recruitment and selection process on 9th March 2023.
8. The peer assessment was undertaken by the current Chief Executive and the Chief Executive of the NWEO and involved one-hour interviews focusing on different aspects of the person specification, exploring candidates' experience and skills. The in depth interviews were designed to provide the Appointments Panel with more information to consider as part of their deliberations.
9. The Appointments Committee received feedback from the technical assessment at a meeting on 14th March 2023 and agreed that 3 candidates be shortlisted to progress to the Assessment Centre.
10. The Assessment Centre took place on 20th March and involved a number of panels and exercises designed to test the suitability of candidates for the post. Local partners and business leaders also participated in this process. One of the candidates withdrew their application on the day of the assessments. The Assessment Centre was delivered by the NWEO in conjunction with the Council's People & Development Unit.
11. At the end of the day members of the Appointments Committee were provided with feedback from the Assessment Centre. 2 candidates progressed to the final interview stage.
12. The final interviews were held on Tuesday 21st March 2023 and candidates were interviewed by the Appointments Committee. Each candidate was also required to give a presentation on a relevant topic prior to their interview. The Committee were advised by the Chief Executive of NWEO supported by the Council's Strategic HR Manager.
13. Following the conclusion of the interview process the Appointments Committee

considered the candidates and it was agreed that Lukman Patel should be recommended for appointment on the agreed salary of £118,151.

14. The Leader has therefore made a conditional offer of employment to Lukman Patel subject to ratification by the Council.
15. Under the Local Authorities (Standing Orders) Regulations 1193 (SI No. 202) in relation to the appointment of the Head of Paid Service, all Executive members of the Council must be given an opportunity to object to the proposed recommendation for the appointment. This has been undertaken and no objections have been received.
16. Lukman Patel will commence in the role of Chief Executive with effect from 1st August 2023.
17. As Lukman is currently the Council's Monitoring Officer he will relinquish that statutory responsibility from 1 August 2023 as one individual cannot hold both statutory roles. Further details on a replacement will be provided to Members in due course.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

18. The salary applicable to this position is within the budgeted salary range and therefore there are no additional financial implications.

POLICY IMPLICATIONS

19. Under the Council's Constitution (Part 4.8 – Officer Employment Procedure Rules) the full Council will approve the appointment of the Chief Executive/Head of Paid Service following the recommendation of the appointment by the Appointments Committee.

DETAILS OF CONSULTATION

20. Full Council approved the arrangements for the appointment of a new Chief Executive at its meeting on 25th January 2023. As detailed in paragraph 15, Executive Members have been provided with the opportunity to raise any objection to the proposed appointment.

BACKGROUND PAPERS

21. [Council report and minutes – 25th January 2023](#)

FURTHER INFORMATION

PLEASE CONTACT:

**Vicky White, Strategic HR Manager
Tel 01282 477124**

ALSO:

