

Appointment of Chief Executive**REPORT TO FULL COUNCIL**

DATE	25th January 2023
PORTFOLIO	Leader
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PURPOSE

1. To confirm arrangements for the appointment of a new Chief Executive.

RECOMMENDATION

2. That the Council be recommended to:
 - (a) Confirm the Appointment Committee's authority to conduct the recruitment within the financial parameters set out in this report; and
 - (b) Establish a budget of £20,000 for the cost of recruitment support and advertising as set out in the report.

REASONS FOR RECOMMENDATION

3. To ensure that the Council makes appropriate arrangements for recruiting a new Chief Executive.

SUMMARY OF KEY POINTS

4. After working for the Council for 21-years, the Council's Chief Executive, Mick Cartledge, has decided to retire and has submitted his resignation. In order to ensure a smooth transition, his employment with the Council will end on 28th July 2023. It is therefore necessary to put in place arrangements to recruit a successor.
5. **Appointments Committee**

The protocol, which has to be followed for appointing a Chief Executive, is set out in the Constitution. An Appointments Committee is to be formed and to ensure there is appropriate cross-party representation on that Committee, the Constitution sets out the Committee should comprise Leader, Deputy Leader, Executive Member for Resources & Performance Management and the leaders of the two largest opposition groups. However, as there are two groups with six Members and the current Deputy Leader is also the Executive Member for Resources & Performance Management, it is recommended that the Committee should comprise the Leader, Deputy Leader, another Executive Member and Group Leaders from the three largest opposition groups. The Leader will be the Chair of the Panel and Group Leaders will be able to nominate a substitute Member if they cannot commit to the different recruitment stages for the Panel, ie long-listing, shortlisting and interview.

6. The Council has to approve the appointment of the Chief Executive after considering the recommendation of the Appointments Committee. To undertake its task, the Council is asked to delegate full authority to the Appointments Committee to conduct the recruitment process. The recruitment timetable suggests that a Special Council meeting to ratify the decision of the Panel will be required at the end of March/early April 2023. Advance notice of the date will be given after consultation with Group Leaders.
7. North West Employers Association (NWEA) has been appointed to support the Council in the recruitment process. It is proposed to create a budget of £20,000, although recent
8. The Council's Strategic HR Manager will act as the Proper Officer to advise the Committee during the appointment process, as allowed for in the Constitution.
9. **Recruitment Package**
The post has been advertised at its current salary level of £118,151 and benchmarking with other authorities in the area suggests this is comparable. The post receives no other remuneration, other than entitlement to a car user allowance. The postholder may be appointed to act as the Returning Officer for elections but this is regarded as a separate employment. In the event that insufficient quality of applicants is received, the Council may wish to review the salary of the post.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

10. The report recommends that the Council establishes a budget of £20,000 to facilitate the recruitment of a new Chief Executive.
11. Anticipated salary savings from the Management Team salary budget occurring during the period this post is vacant will be sufficient to cover this cost.

POLICY IMPLICATIONS

12. The Chief Executive fulfils the statutory role of Head of Paid Service and the appointment of an effective chief executive is an essential requirement, if the Council is to achieve the outcomes set out in the Council's Strategic Plan and continue the momentum driving the Borough forward.

DETAILS OF CONSULTATION

13. Leader of the Council.
Member Structures Working Group.

BACKGROUND PAPERS

14. None.

FURTHER INFORMATION

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