

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

DATE	12/07/2017
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. The Council's Chief Executive, Pam Smith, has submitted her resignation and her employment with the Council will end on 31st August 2017. It is therefore necessary to put in place arrangements to recruit a successor.
5. **Appointments Committee**

The protocol that 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 that there is appropriate cross party representation on that Committee, the constitution sets out that the Committee should comprise of the Leader, Deputy Leader, the Executive Member for Resources and Performance Management and the Leaders of the two largest Opposition Groups.
6. The Council has to approve the appointment of the Chief Executive after considering the

recommendation of the Appointments Committee. To undertake its task 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 will be required during either the week beginning 28th August or 4th September. Advance notice of the date will be given after consultation with Group leaders.

7. North West Employers Association (NWEA) have been appointed to support the Council in the recruitment process. It is proposed to create a budget of £20,000 although recent discussions with NWEA suggest that actual spend should be circa £15,000.
8. The Council's Strategic HR Consultant 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 £107,000 and benchmarking with other authorities in the area suggests that this is comparable. Other than entitlement to a car user allowance the post receives no other remuneration. 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 are received the Council may wish to review the salary of the post.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

10. The report recommends that the Council establish 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 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**PLEASE CONTACT:****Vicky White, Strategic HR Consultant
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