

**Appointment of Chief Operating Officer**

**REPORT TO FULL COUNCIL**



<b>DATE</b>	<b>20/04/2023</b>
<b>PORTFOLIO</b>	<b>Leader</b>
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**PURPOSE**

- 1. To confirm arrangements for the recruitment and appointment of a new Chief Operating Officer

**RECOMMENDATION**

- 2. That the Council be recommended to:
  - (a) Endorse the report;
  - (b) Confirm the Appointment Committee’s authority to conduct the recruitment within the financial parameters set out in this report;
  - (c) 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 Operating Officer.

**SUMMARY OF KEY POINTS**

- 4. The Council’s current Chief Operating Officer, Lukman Patel, has been appointed as the Chief Executive with effect from 11 August 2023. It is therefore necessary to put in place arrangements to recruit his successor.
- 5. **Appointments Committee**  
The protocol which has to be followed for appointing a Chief Operating Officer 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 or Deputy Leader, the relevant Executive Member, the Chair (or Vice-Chair) of Scrutiny Committee and the Chief Executive.

6. In the event that the membership of the Committee does not include at least one Member of an opposition group then the Leader of the largest opposition group will be substituted for the Scrutiny place on the Committee. If required, Group Leaders will be able to nominate substitutes.
7. The composition of the Appointments Committee may need to be reviewed after the election following the outcome of the local election results. If necessary, a report shall be presented to the Annual Appointments Council with suggestions for alternative compositions.
8. It is proposed that the relevant Executive Member shall be the Executive Member of Resources and Performance Management.
9. The place of the Chief Executive on the Appointments Panel is proposed to be taken by the Chief Executive designate, Lukman Patel.
10. Council is asked to delegate full authority to the Appointments Committee to conduct the recruitment process.
11. North West Employers Association (NWEA) have been approached to support the Council in the recruitment process. It is proposed to create a budget of £20,000 to cover the full cost of advertising and recruitment support.
12. 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.
13. A draft timetable has been prepared and relevant Members are asked to hold the following dates in their diary:
  - 30<sup>th</sup> May – 4pm
  - 12<sup>th</sup> June – 5pm
  - 19<sup>th</sup> and 20<sup>th</sup> June – all day for assessments and interviews
14. **Recruitment package**

The post will be advertised at its current salary level of £94,028. The post was evaluated and benchmarked when it was created following the deletion of two Director posts. The post receives no other remuneration, other than entitlement to a casual car user allowance and payment of one professional subscription.

## FINANCIAL IMPLICATIONS AND BUDGET PROVISION

15. The report recommends that the Council establishes a budget of £20,000 to facilitate the recruitment of a new Chief Operating Officer. This shall be met from the transformation reserve and any salary savings for the period of time the post is vacant.

## **POLICY IMPLICATIONS**

16. The appointment of an effective Chief Operating Officer 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**

17. Leader of the Council  
Member Structures Working Group

## **BACKGROUND PAPERS**

18. None

## **FURTHER INFORMATION**

**PLEASE CONTACT:**

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**ALSO:**