

Borough Council of
**King's Lynn &
West Norfolk**



Cabinet

Agenda

Thursday, 9th May, 2024
at 5.30 pm

in the

Council Chamber
Town Hall
Saturday Market Place
King's Lynn

Also available to view on Zoom and available for the public to view on [WestNorfolkBC on You Tube](#)



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

CABINET AGENDA

DATE: CABINET - THURSDAY, 9TH MAY, 2024

**VENUE: COUNCIL CHAMBER, TOWN HALL, SATURDAY
MARKET PLACE, KING'S LYNN PE30 5DQ**

TIME: 5.30 pm

As required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - No Items will be considered in private.

Should you wish to make any representations in relation to the meeting being held in private for the consideration of the above item, you should contact Democratic Services

1. APOLOGIES

To receive apologies for absence.

2. URGENT BUSINESS

To consider any business, which by reason of special circumstances, the Chair proposes to accept, under Section 100(b)(4)(b) of the Local Government Act 1972.

3. DECLARATIONS OF INTEREST (Page 5)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

4. MEMBERS PRESENT UNDER STANDING ORDER 34

To note the names of any Councillors who wish to address the meeting under Standing Order 34.

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before a decision on that item is taken.

5. APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE) (Pages 6 - 15)

To: Members of the Cabinet

Councillors B Anota, A Beales, M de Whalley, J Moriarty (Vice-Chair),
C Morley, T Parish (Chair), S Ring, J Rust and S Squire

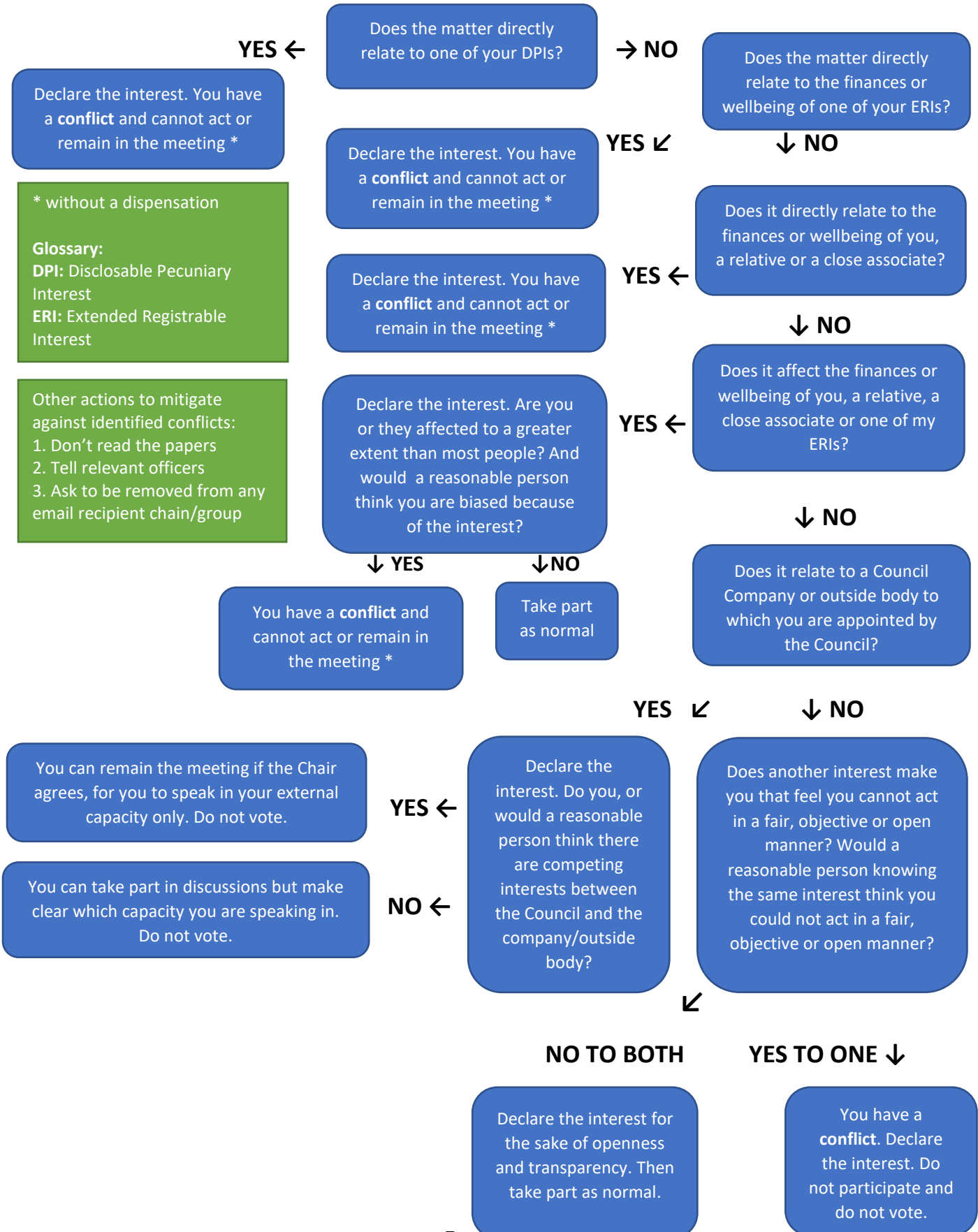
For Further information, please contact:

Sam Winter, Democratic Services Manager 01553 616327
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:
DPI: Disclosable Pecuniary Interest
ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Operational	Be entirely within Cabinet's powers to decide		NO	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		YES	
Lead Member: Cllr Terry Parish E-mail: Cllr.Terry.Parish@West-Norfolk.gov.uk		Other Cabinet Members consulted: Cllr Moriarty, Cllr Beales, Cllr Ring			
		Other Members consulted: Cllr Long, Cllr Bone			
Lead Officer: Lorraine Gore E-mail: Lorraine.Gore@West-norfolk.gov.uk Direct Dial:		Other Officers consulted: Alex Baker			
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES	Risk Management Implications YES	Environmental Considerations NO

Date of meeting: 9th May 2024

APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE)

Summary

As a result of the retirement of the current Chief Executive (Head of Paid Service) and in accordance with the Constitution of the Borough Council of King's Lynn & West Norfolk, Part 4 Standing Orders, section 23: *Staff establishment and the filling of vacancies*, this report is to consider –

- whether the post of Chief Executive is required
- when the Council proposes to appoint such a chief officer, the Council shall approve the job description and person specification attached to the post

Recommendation

Cabinet Resolves:

1. that the post of Chief Executive is required

Recommendations to Full Council:

2. the job description and person specification attached at Appendix A is approved

Reason for Decision

To comply with requirements of the Constitution of the Borough Council of King's Lynn & West Norfolk, Part 4 Standing Orders, section 23: *Staff establishment and the filling of vacancies*.

1 Background

- 1.1 The current Chief Executive (Head of Paid Service) will retire on 1st September 2024.
- 1.2 In addition two of the Executive Directors will also be retiring in May/June 2024. The Senior Leadership Team (SLT) will therefore be significantly reduced. It is recommended that the post of Chief Executive is required. The new Chief Executive to review the future SLT resources required.

2 Appointment of Chief Executive (Head of Paid Service)

- 2.1 The job description and person specification for the appointment of the Chief Executive (Head of Paid Service) is attached at Appendix A.

3 Policy Implications

- 3.1 The Constitution of the Borough Council of King's Lynn & West Norfolk, Part 4 Standing Orders, section 23: Staff establishment and the filling of vacancies:

23.2 No step shall be taken to advertise or fill a vacancy for any post designated as that of a chief officer (as defined in the Local Authority (Standing Orders) Regulations 1993) until such time as the Cabinet has determined whether that post is necessary.

23.3 When the Council proposes to appoint such a chief officer, and it is not proposed to appoint that person from a pool limited to officers who are employed by the Council, the Council shall:-

(a) cause to be prepared, for its approval, a statement specifying the duties attaching to that post and any qualification or qualities required of any person who desires to be appointed to it;

4 Financial Implications

- 4.1 The Financial Plan 2023/2028 approved by Council on 22 February 2024 includes budget provision for the salary costs of the current SLT.

5 Personnel Implications

- 5.1 The recruitment for the Chief Executive (Head of Paid Service) is being undertaken by Penna Consultants and publicly advertised and filled by open competition arising from that advertisement.

- 5.2 Appointment to the Chief Executive (Head of Paid Service) will be in accordance with the Constitution of the Borough Council of King's Lynn & West Norfolk, Part 4 Standing Orders, section 23.6:

23.6 Every appointment to a second tier officer post or one more shall be made by the Appointments Board or a panel of the Board, except the Head of Paid Service which shall be made by the whole Board and shall then be immediately notified to all Members of the Cabinet, each of whom shall have a time limited opportunity to object which if exercised shall halt the appointment procedure where upon a special meeting of the Cabinet shall be convened to determine the next steps.

- 5.3 Further to standing order 23.6, the appointment of Head of Paid Service will need to be ratified by full Council, date to be confirmed in June.

6 Environmental Considerations

- 6.1 None

7 Statutory Considerations

- 7.1 S.4(1) of the Local Government and Housing Act 1989:

S.4 Designation and reports of head of paid service

- (1) It shall be the duty of every relevant authority
- (a) to designate one of their officers as the head of their paid service; and
- (b) to provide that officer with such staff, accommodation and other resources as are, in his opinion, sufficient to allow his duties under this section to be performed.

8 Equality Impact Assessment (EIA)

- 8.1 Attached

9 Risk Management Implications

- 9.1 Appointment to Chief Executive (Head of Paid Service) required to ensure senior leadership resource and to meet statutory requirements.



Stage 1 - Pre-Screening Equality Impact Assessment

Name of policy/service/function	Appointment of Chief Executive				
Is this a new or existing policy/ service/function? <i>(tick as appropriate)</i>	New		Existing	/	
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	Appointment to the post of Chief Executive (Head of Paid Service) following retirement of the current postholder				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>					
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Sex			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
Other (eg low income, caring responsibilities)			x		

Question	Answer	Comments
<p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	No	
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	No	
<p>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	No	
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<p>Actions:</p> <p>Actions agreed by EWG member: </p>
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>		
<p>Assessment completed by:</p> <p>Name</p>	<p>Lorraine Gore</p>	
<p>Job title</p>	<p>Chief Executive</p>	
<p>Date completed</p>	<p>30 April 2024</p>	

Complete EIA Pre-screening Form to be shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

JOB DESCRIPTION

JOB TITLE	Chief Executive
DEPARTMENT	Chief Executive's Department
POST NUMBER	CE001

MAIN PURPOSE OF JOB

To fulfil the statutory role of Head of Paid Service, acting as principal policy adviser to the Council. To provide overall leadership to the organisation, working closely with the political administration to develop the strategic direction of the Council. To lead, manage and co-ordinate the delivery of Council services and functions, and ensure that appropriate arrangements are in place to successfully deliver the Council's Corporate Strategy.

To act as Returning Officer, Deputy Returning Officer and Registration Officer for Electoral Registration.

KEY AREAS

1. Undertake the statutory role of Head of Paid Services, with overall responsibility for the effective strategic, corporate and operational management of the Council.
 2. Act as principal adviser to the Elected Members on the vision and strategic direction of the Council and keep Elected Members fully informed on all aspects of the Council's operational and financial position. Work with Cabinet to ensure that strategic priorities are implemented in an appropriate and accountable manner through delivery of the Council's Corporate Strategy. Ensure effective and collaborative working relationships between officers and both Executive and non-Executive members in accordance with the Member/Officer protocol.
 3. Lead the Council's Senior Leadership Team and all Council staff. Allocate and manage resources to ensure the provision of both high-quality services within the Borough and appropriate levels of support to Elected Members.
 4. Ensure the Council develops effective relationships with local communities and engages with communities to ensure that services are designed around residents needs.
 5. Develop effective relationships with strategic partners at local, county, regional and national level as necessary. Oversee the development of successful and productive partnerships which contribute to the wider economic and environmental wellbeing of West Norfolk, identifying shared goals and efficient working arrangements which deliver benefits for the local area.
 6. Act as an ambassador for the Council through the Authority's civic role and by promoting the image and reputation of the Council through liaison with local major employers, potential inward investors, voluntary and community groups.
 7. To act as Returning Officer, Deputy Returning Officer and Registration Officer for Electoral Registration. ensuring arrangements are in place to effectively deliver all elections and referendums required within the borough.
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OTHER DUTIES AND RESPONSIBILITIES

- 1 To lead and line manage the Executive Directors and one or more Assistant Director(s) as required.
- 2 Provide professional leadership for the Council, ensuring that there is an effective structure and sufficient resources to discharge the authority's statutory functions and other corporate priorities.
- 3 Through senior managers, ensure strong, visible and positive leadership across senior leadership team. Ensure the corporate vision and priorities are clearly communicated and understood throughout the organisation and are reflected in directorate and service plans and individual employee targets.
- 4 Ensure that all employees are managed in accordance with the Council's employment policies and procedures (including performance appraisal processes) to attract and retain a skilled, motivated and engaged workforce who are listened to and have opportunities to progress and are effective in meeting the needs of local residents, communities and businesses.
- 5 Advise and support Elected Members, building positive working relationships to ensure that they are well informed to make decisions. Promote effective communications between Members and Officers to facilitate the process of policy development and implementation.
- 6 As the Head of Paid Service, and working with the Section 151 Officer and Monitoring Officer, ensure corporate governance and financial oversight of the Council through the effective delivery of the statutory responsibilities held by these roles.
- 7 Ensure robust financial management across the Council, ensuring that the Council's budget is effectively controlled within the cash limits available and that all services delivered or procured represent effective value for money and that opportunities for income maximisation are explored and monitored.
- 8 Be accountable for performance management processes, including monitoring delivery of the Corporate Strategy, performance review and the risk management framework. Ensure that effective systems are established for the management and monitoring of large-scale projects and programmes, including the establishment of formal boards and companies as necessary.
- 9 Ensure all Council services and functions are delivered in accordance with the Council's constitution, governance arrangements, policies and procedures.
- 10 Lead and develop the Council's transformation programme, to deliver improved outcomes for employees, residents, and businesses in West Norfolk.
- 11 Develop, lead and take responsibility for specific corporate themes and programmes as determined from time to time and coordinate Council wide initiatives and projects as necessary.
- 12 Maintain effective communications with both employees and partners/stakeholders and ensure that information about Council services and initiatives is effectively communicated. Ensure that there is effective engagement with local communities and with staff to ensure the Council continues to improve outcomes for all our communities.
- 13 Act as Returning Officer/Deputy Returning Officer at various elections to ensure that elections are conducted in accordance with the law and to a high standard. Act as the Council's Registration officer for the Electoral Register.
- 14 Lead the Council's approach to equality, diversity and inclusion and ensure it is embedded across all service provision, and promote community cohesion.
- 15 Understand and be responsible for compliance with Health and Safety regulations and the Council's Health and Safety Policy as it relates to the duties and responsibilities of the post.

- 16 Lead and take ultimate responsibility for the Council's business continuity policy and plans and provide leadership during emergency management situations, taking on GOLD command role for the Council.
- 17 Act as the Council's Senior Information Risk Owner (SIRO).
- 18 Responsible for the Council's participation in the Operation Bridges planning with respect to the royal Sandringham residence within the Borough, working closely with representatives from relevant partners.
- 19 Management Team representative for and attendance at Cabinet and Full Council meetings and for the Shareholder Committee.
- 20 Develop and maintain effective working relationships with stakeholders and partners, including being a member of the King's Lynn Town Board.
- 21 Required to obtain, hold and retain a Security Industry Authority (SIA) Non-Front Line Licence on behalf of the Council as a security service provider.
- 22 Undertake duties as the nominated Senior Responsible Officer (SRO) under the Council's Regulation of Investigatory Powers Act (RIPA) policy.
- 23 Represent the Council at county, regional and national networks as required (eg Norfolk Public Sector Leaders Board).
- 24 Be a member of the Norfolk Chief Executives group and act as nominated representatives on strategic Norfolk wide partnerships (eg Norfolk Climate Change partnership).
- 20 These duties are neither exclusive or exhaustive and the post-holder will be required to undertake other duties and responsibilities which the Council may determine.

In addition to duties as Head of Paid Service, the Chief Executive also undertakes duties in relation to elections as:

- Electoral Registration Officer – taking all necessary steps to comply with the duty to maintain the electoral register and to ensure, as far as is reasonably practicable, that all those eligible (and no others) are registered in it
- Returning Officer/Deputy Returning Officer - ensuring that the election is administered impartially, effectively, in accordance with the law and that, as a result, the experience of voters and those standing for election is a positive one. The Returning Officer is personally liable for the conduct of an election and not the Local Authority.

If required, further information on these roles can be found on the Electoral Commission website www.electoralcommission.org.uk

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

PERSONAL SPECIFICATION

JOB TITLE	Chief Executive
DEPARTMENT	Chief Executive's Department
POST NUMBER	CE001

MAIN PURPOSE OF JOB

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To act as Returning Officer, Deputy Returning Officer and Registration Officer for Electoral Registration.

KNOWLEDGE

- | | |
|------------------|---|
| Essential | - A degree or full professional qualification with proven evidence of continuing personal and professional development. |
| | - Management qualification (equivalent to Level 7) |
| | - Background of successfully leading within a complex organisation, ideally in the public sector, including formulation of and delivery of corporate strategies, policies and objectives |
| | - Experience of directly managing and motivating senior leaders to ensure that corporate priorities and/large scale projects are delivered in accordance with agreed objectives, timescales and budget |
| | - A proven track record of personally leading and delivering organisational and cultural change both effectively and with sensitivity, and of translating ambitions into demonstrable and measurable achievements |
| | - Thorough knowledge and understanding of the legal framework and operational workings of local government and the major issues and challenges facing local authorities including financial pressures and the need to identify efficiency savings/maximise income |
| | - Ability to operate effectively within a political environment with considerable previous experience of providing advice and guidance to, supporting and working collaboratively with, Elected Members (or similar) across a politically diverse organisation |
| Desirable | - Knowledge and understanding of the challenges facing a rural district Council |
| | - Previous experience of business continuity and emergency planning processes |
| | - Previous experience of supporting election and/electoral registration processes |
| | - Knowledge and understanding of health and safety and data protection legislation |

SKILLS

- | | |
|------------------|--|
| Essential | - Ability to provide visible leadership, operating with integrity and in a manner consistent with the Council's vision and values to employees, including motivating and developing others |
| | - Ability to plan strategically, build consensus and project the Council's vision |

- Ability to allocate and manage resources across a range of diverse functions to ensure optimum delivery of high quality, valued and cost effective services.
- Well developed leadership skills with the ability to ensure that clear lines of accountability and responsibility exist throughout the organisation.
- Politically aware, with the ability to develop productive working relationships with Elected Members from across the Council, providing timely and balanced advice
- Ability to develop and maintain effective relationships across all sectors of the community, including the Borough's business community, voluntary and community groups and other statutory organisations.
- Excellent interpersonal and people management skills, including the ability to establish rapport at all levels in order to gain trust and confidence
- Excellent communication and presentation skills, with flexibility to adopt differing styles suitable to a wide range of situations/audiences
- Ability to represent and promote the local authority, its services and initiatives, to national and local bodies, the public and the media
- Good problem solving, decision making, analytical and critical thinking skills and ability to apply these in a complex organisation
- Excellent project management skills with the ability to ensure that the Council's major programmes and projects are delivered successfully

ATTITUDES

Essential

- Commitment to the effective delivery of public services
- Positive attitude to meeting the challenges currently facing local government
- Commitment to ensuring that teams work effectively and collaboratively to deliver corporate objectives.
- Willingness/ability to learn from best management practices across all sectors of the economy
- Commitment to the Authority's civic role
- Commitment to equality, diversity and inclusion in service delivery and employment
- Self-confident with high levels of resilience in a demanding, complex and politically sensitive environment
- A positive attitude to problem solving
- A high degree of probity and integrity
- Outgoing and approachable with the ability to foster harmonious relationships at all levels
- Prepared to take an active role in the Council's functions outside normal office working hours (including evenings/weekends)

This is a politically restricted post under the Local Democracy, Economic Development and Construction Act 2009.