

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			
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		

