

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council
AUTHOR/S: Leader and Appointments Panel

22nd July 2010

APPOINTMENT OF CHIEF EXECUTIVE OFFICER AND INTERIM ARRANGEMENTS

Purpose

1. To recommend to Council, the appointment of Jean Hunter as Chief Executive Officer, Head of the Paid Service, Electoral Registration Officer and Returning Officer.
2. To approve interim arrangements in respect of the roles of Chief Executive Officer, Head of the Paid Service, Electoral Registration Officer and Returning Officer.
3. This is a key decision because:
 - it is of such significance to a locality, the Council or the services which it provides that the decision-taker is of the opinion that it should be treated as a key decision

and it was first published in the June 2010 issue of the Forward Plan.

Recommendations and Reasons

4. **That the Leader of the Council and the Appointments panel recommend to Council that:**
 - (a) **Jean Hunter, currently Chief Executive of South Ribble Borough Council, be appointed as Chief Executive Officer, Head of Paid Service, Electoral Registration Officer and Returning Officer for South Cambridgeshire District Council.**
 - (b) **The offer of employment is subject to two exemplary references, medical clearance and eligibility checks in accordance with the Council's policies. These checks have now been completed and references have been received.**
 - (c) **The appointment will commence on a date to be mutually agreed, taking account of any contractual notice period that will need to be served at South Ribble Borough Council.**
 - (d) **The salary to be offered is £120,000 per annum. There will be no other financial benefits offered with the appointment and no relocation package, with the exception of Returning Officer fees.**
 - (e) **The appointment to be subject to a 6 month probation period.**
5. **The above recommendations are made following a national recruitment campaign and robust candidate assessment and interview process. Following assessment and final interviews Jean Hunter was clearly the best candidate and the Appointments panel were unanimous in their decision to make a provisional offer.**

6. **That the Leader of the Council recommends to Council:**
- (a) **The interim appointment of Steve Hampson, Executive Director (Operational Services) as Acting Chief Executive Officer, Head of the Paid Service, Electoral Registration Officer and Returning Officer from 1st September 2010 until such time that Jean Hunter takes up the Chief Executive post permanently.**
 - (b) **The interim appointment of Fiona McMillan, Acting Legal & Democratic Services Manager, as Acting Monitoring Officer from 1st September 2010 until such time that Jean Hunter takes up the Chief Executive post permanently.**
 - (c) **That remuneration for the interim arrangements be delegated to the Leader and Finance and Staffing Portfolio Holder.**

Background

Appointment of Chief Executive Officer and Head of the Paid Service

- 7. The Local Government & Housing Act 1989 S (1) (a) places a duty on a local authority to designate one of its officers as Head of the Paid Service. This is one of three statutory roles; Head of the Paid Service, S151 Officer and Monitoring Officer. The roles of Head of the Paid Service and Monitoring Officer cannot be held, at the same time, by the same individual.
- 8. In February 2010, the Council's current Chief Executive, Greg Harlock, announced his intention to retire on 31st August 2010. On the 16th April, the Employment Committee gave consideration to the process of appointing a Chief Executive/Head of Paid Service.
- 9. Following the Council meeting on 22nd April the process of recruiting a Chief Executive Officer commenced. An Appointments panel was formed consisting of the Leader, Finance & Staffing Portfolio Holder, Leader of the Opposition, Convener of the Independent group and Cllr P Corney.
- 10. Following a procurement process, Tribal Resourcing were appointed to assist the Council during the recruitment process. Tribal Resourcing provided assistance at all stages including advertising, executive search, initial assessment, assessment centre and final interviews.
- 11. A process of executive search and a national advertising campaign produced an excellent response and 61 applications were received. Long-listing and short-listing assessments produced a final shortlist of 6 candidates. On 13th July, rigorous assessment, involving tests, panel interviews with partners and senior managers and strategic financial exercises resulted in four excellent candidates being selected for presentations and final interviews with the Appointments panel on 14th July.
- 12. The Appointments panel, having regard to assessment centre results, feedback from partner and senior manager panels, and taking account of the final interview scores, were unanimous in recommending that Jean Hunter be offered the position of Chief Executive Officer.

Appointment of Electoral Registration Officer and Returning Officer

13. All District Councils are required to appoint an officer of the Council to be Electoral Registration Officer for the purpose of the registration of Parliamentary and Local Government Electors (Section 8(2)(a) of the Representation of the People Act 1983). Council is requested to appoint Jean Hunter as Electoral Registration Officer for this Council.
14. All District Councils are also required to appoint an officer of the Council to be the Returning Officer for the election of District and Parish Councillors (Section 35(1) of the Representation of the People Act 1983). Council is requested to appoint Jean Hunter as Returning Officer for this Council.

Interim Appointment Of Chief Executive Officer, Head of the Paid Service, Electoral Registration Officer And Returning Officer

15. Jean Hunter has indicated that she will have discussions with the Leader of South Ribble Borough Council to explore the possibility of shortening her contractual notice period to enable her to take up the appointment at South Cambridgeshire District Council as soon as possible.
16. There is likely to be a period of time between the departure of the current Chief Executive on 31st August 2010 and the new Chief Executive Officer taking up the position. Under the Local Government & Housing Act 1989 S (4) there is a legal requirement to appoint a Head of the Paid Service. Council is requested to appoint Steve Hampson, Executive Director (Operational Services) as Acting Chief Executive and Head of the Paid Service with effect from 1st September 2010 until such time that the new Chief Executive is in post.
17. Mr Hampson, currently holds the statutory position of Monitoring Officer. As highlighted in paragraph 7 above, the roles of Head of the Paid Service and Monitoring Officer cannot be held at the same time by the same individual. It is therefore recommended that Fiona McMillan, Acting Legal & Democratic Services Manager is appointed as Acting Monitoring Officer as part of the interim arrangements. Fiona McMillan currently holds the position of Deputy Monitoring Officer.
18. Remuneration for the interim arrangements to be delegated to the Leader and Finance and Staffing Portfolio Holder.
19. All District Councils are required to appoint an officer of the Council to be Electoral Registration Officer for the purpose of the registration of Parliamentary and Local Government Electors (Section 8(2)(a) of the Representation of the People Act 1983). Council is requested to appoint Steve Hampson as Electoral Registration Officer for this Council until the new Chief Executive is in post.
20. All District Councils are also required to appoint an officer of the Council to be the Returning Officer for the election of District and Parish Councillors (Section 35(1) of the Representation of the People Act 1983). Council is requested to appoint Steve Hampson as Returning Officer for this Council until the new Chief Executive is in post.

Effect on Strategic Aims

21. The Chief Executive Officer as Head of the Paid Service is a key role in working with elected members and senior management to shape and deliver the strategic aims and ambitions of this Council.

Background Papers: the following background papers were used in the preparation of this report:

None

Contact Officer: Susan Gardner-Craig – HR Manager
Telephone: (01954) 713285