


Dear Councillor,

**Council - 25 March 2015**

I enclose for consideration at the Council meeting on 25 March 2015, the following reports that were unavailable when the agenda was printed.

**3a Item of Urgent Business - Appointment of Head of Paid Service**

Yours sincerely,



**Graham Farrant, Chief Executive**

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<b>25 March 2015</b>	<b>ITEM: 3 URGENT ITEM</b>
<b>Council</b>	
<b>Appointment of Head of Paid Service</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non- key
<b>Report of:</b> Councillor John Kent, Leader of the Council	
<b>Accountable Head of Service:</b> Jackie Hinchliffe, Head of HR, OD & Transformation	
<b>Accountable Director:</b> Graham Farrant, Chief Executive	
<b>This report is public</b>	

## Executive Summary

This report seeks the agreement of Council to recruit a Head of Paid Service.

### 1. Recommendation(s)

**To note and approve in accordance with the Councils constitution and the Pay Policy Statement:**

- 1.1 General Services Committee to consider and make arrangements for the replacement of the Head of Paid Service including any interim arrangements.**
- 1.2 The recruitment of a post over £100,000.**

### 2. Introduction and Background

- 2.1 The current Chief Executive and Head of Paid Service, Graham Farrant, has resigned to take up an appointment as Chief Executive of the Land Registry. Graham will leave the authority at the end of May.
- 2.2 The council is required to appoint a Head of Paid Service.

### 3. Issues, Options and Analysis of Options

- 3.1 General Services Committee has responsibility for the discharge of employment functions including the selection and recommendation to Council of the Head of Paid Service.

3.2 The Council's Pay Policy requires Council approval to commence recruitment to posts costing more than £100k.

#### **4. Reasons for Recommendation**

4.1 To ensure the arrangements for the appointment of the Head of Paid Service are not delayed it is recommended that General Services Committee progress the selection process.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

5.1 None.

#### **6. Impact on corporate policies, priorities, performance and community impact**

6.1 None.

#### **7. Implications**

##### **7.1 Financial**

Implications verified by: **Sean Clark**  
**Head of Corporate Finance**

The cost of the Chief Executive post is fully budgeted and the cost of any interim arrangements will be met from the Senior Management salary budget.

##### **7.2 Legal**

Implications verified by: **Fiona Taylor**  
**Head of Legal Services**

Under Section 4 of the Local Government and Housing Act 1989 (as amended), the Council has a statutory duty to appoint a designated Head of Paid Service. The Council has designated this officer as Chief Executive. In accordance with delegated authority the General services Committee (GSC) will advise and make arrangements for the appointment of this post. The final decision on the appointment of a Head of Paid Service shall be by resolution of full Council upon the recommendation of the GSC.

### 7.3 **Diversity and Equality**

Implications verified by: **Natalie Warren**  
**Community Development & Equalities  
Manager**

Recruitment to the post of Head of Paid Service will be in accordance of the Council's policies

### 7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None

### 8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

#### **Report Author:**

Jackie Hinchliffe  
Head of HR, OD & Transformation  
Chief Executive's Office

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