



COTSWOLD DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL - 23 SEPTEMBER 2020
Report Number	AGENDA ITEM 14
Subject	APPOINTMENT OF CHIEF EXECUTIVE
Wards affected	ALL
Accountable member	Cllr Joe Harris / Leader Email: joe.harris@cotswold.gov.uk
Accountable officer	Dr Christine Gore - Interim Chief Executive Email: Christine.gore@cotswold.gov.uk
Summary/Purpose	Following the retirement of the Council's Head of Paid Service at the end of June 2020 Members agreed to launch a process to appoint a new role of Chief Executive. Following assessment and final interviews the Statutory Officer Performance and Appointments Committee were unanimous in their decision that, subject to the approval of Full Council, Robert Weaver should be offered the post of Chief Executive, and should also be designated as the Council's Head of Paid Service, Returning Officer and Electoral Registration Officer.
Annexes	NONE
Recommendation/s	<i>a) That Council approve the appointment of Robert Weaver as Chief Executive (Head of Paid Service) such appointment to be subject to satisfactory pre-employment checks</i> <i>b) That Robert Weaver be designated as the Council's Returning Officer and Electoral Registration Officer.</i> <i>c) That the salary shall be £100,000 per annum rising to £105,000 after successfully completing 12 months service.</i> <i>d) That the Human Resources Manager, in consultation with the Chair of the Statutory Officer Performance and Appointments Committee be granted delegated authority to finalise the arrangements and agree the start date for the Chief Executive</i>
Corporate priorities	<ul style="list-style-type: none">• Respond to the challenges presented by the Climate Change Emergency

	<ul style="list-style-type: none"> ● Deliver good quality social rented homes ● Present a Local Plan which is Green to the Core ● Ensure that all services delivered by the Council are delivered to the highest standard ● Help residents, businesses and communities access the support they need to achieve their ambitions
Key Decision	NO
Exempt	NO
Consultees/ Consultation	In accordance with section D9 paragraph 3.2 of the Council's Constitution all members of the Cabinet have been consulted and there have been no objections.

1. BACKGROUND

- 1.1. On 3 June 2020 the Council considered the recruitment process for the appointment to the role of Chief Executive. The Statutory Officer Performance and Appointments Committee, comprising six members together with the Leader of the Council, were given delegated authority to progress the recruitment and appointment, subject to Council approval, to the post of Chief Executive.
- 1.2. The Executive Search Company, Penna, was engaged to undertake the necessary recruitment process and to provide advice to the Statutory Officer Performance and Appointments Committee throughout, including recommending suitable candidates for short-listing, the interview process and advising on final selection for appointment.
- 1.3. The post was advertised externally through relevant media and in addition Penna publicised the vacancy through their networks.
- 1.4. As part of the recruitment and interview process each of the selected candidates undertook a technical assessment interview.
- 1.5. At a meeting on 26 August the Statutory Officer Performance and Appointments Committee considered a report from Penna and heard feedback from the technical assessment interviews. After listening to the feedback and the recommendations made by Penna the Committee agreed unanimously that four candidates be shortlisted to progress to the final interview stage which took place on 8 September 2020.
- 1.6. The final interview stage involved a panel interview by the Statutory Officer Performance and Appointments Committee. Each candidate was also required to give a short presentation on a relevant topic prior to their interview. The Committee was advised by Julie Towers, MD Penna and supported by Julie McCarthy, HR Manager. Following the final interview the Committee was unanimous in its decision that, subject to the approval of Full Council, Robert Weaver should be offered the post of Chief Executive and be designated as the Council's Head of Paid Service, Returning Officer and Electoral Registration Officer.
- 1.7. It was also agreed that the post would be offered on the agreed salary of £100,000 increasing to £105,000 on successfully completing 12 months service.
- 1.8. The Statutory Officer Performance and Appointments Committee concluded that the preferred candidate would work very well and inclusively with Members. He

was able to clearly articulate the challenges and opportunities in Cotswold District Council.

- 1.9. It was also felt he understood what the role of Chief Executive would be in ensuring the Council's objectives would be achieved. He also demonstrated that he would bring strong experience of supporting change and take all the staff on the journey with him. He gave confidence that he would engage with key stakeholders to achieve the desired outcomes.

2. MAIN POINTS

- 2.1. The reasons for the recommendations outlined within this report are as follows:
 - To ensure the Council complies with the requirements of Section 4 of the Local Government and Housing Act 1989 to appoint a Head of Paid Service.
 - To ensure that the appointment of the Chief Executive/Head of Paid Service is made on merit as prescribed in Section 7(2) of the Local Government and Housing Act 1989
 - Under Section 8 of the Representation of the People Act 1983, and section 41 of the Local Government Act 1972, the Council is required to appoint one of its officers to act as Electoral Registration Officer and a Returning Officer for the Council.

3. FINANCIAL IMPLICATIONS

- 3.1. Cabinet considered the Council's draft budget for 2021/22 on 7 September 2020 and approved the budget for consultation. The draft budget includes provision for an increase in the salary of the Chief Executive position. The proposed salary is in line with the increased provision. The Council will formally consider the 2021/22 budget in February 2021. The costs for the current year are included in the revised budget which appears elsewhere on this agenda.

4. LEGAL IMPLICATIONS

- 4.1. The Council has a duty to appoint one of its officers to the statutory role of Head of Paid Service and for an officer to act as Electoral Registration Officer and a Returning Officer. The Statutory Officer Performance and Appointments Committee may make a recommendation but the actual appointment as well as approval of a salary over £100,000 must be approved by full Council.

5. RISK ASSESSMENT

- 5.1. There is a risk that the preferred candidate is not successful in the role. However, he will serve a probationary period of six months, and will have clear objectives set

for him at the earliest possible stage in order that his performance can be measured and managed appropriately.

6. EQUALITIES IMPACT

- 6.1. An equalities impact assessment was not required in relation to this report.

7. ALTERNATIVE OPTIONS

- 7.1. The Council is required to have a Head of Paid Service, Electoral Registration & Returning Officer. The Council could decide not to appoint to the position of Chief Executive but would need to appoint a suitable officer or officers to the role of Head of Paid Service, Electoral Registration Officer and Returning Officer. The Council could also continue with interim arrangements.

8. BACKGROUND PAPERS

- 8.1 None.

(END)