



Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>EXTRAORDINARY COUNCIL – 26 JUNE 2025</b>
Subject	<b>APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER</b>
Wards affected	All
Accountable member	Cllr Mike Every, Leader of the Council Email: <a href="mailto:mike.every@cotswold.gov.uk">mike.every@cotswold.gov.uk</a>
Accountable officer	Angela Claridge – Director of Governance and Development (Monitoring Officer) Email: <a href="mailto:angela.claridge@cotswold.gov.uk">angela.claridge@cotswold.gov.uk</a>
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Summary/Purpose	The purpose of this report is to approve the recommendation of the Performance & Appointments Committee that an interim officer be appointed as Chief Executive Officer and Head of Paid Service, with effect from 1 July 2025 and to commence the recruitment process to the permanent position of Chief Executive Officer and Head of Paid Service.
Annexes	Annex A (to follow) – preferred candidate profile
Recommendation(s)	That Council resolves to:  1. Approve the recommendation of the Performance & Appointments Committee that the person named in Annex A be appointed as Chief Executive Officer/Returning Officer/Electoral Registration Officer for a period of up to 9 months from 1 July 2025 or the date of commencement in post of a permanent Chief Executive Officer, whichever is earlier, to ensure the Council's statutory duties are fulfilled and provide sufficient time



	<p>for a permanent appointment to be made.</p> <ol style="list-style-type: none"><li>2. Appoint the interim Chief Executive Officer as the Council's Head of Paid Service for the purposes of Section 4 of the Local Government and Housing Act 1989, from 1 July 2025 until a permanent Chief Executive Officer is appointed;</li><li>3. Approve the recommendation of the Selection Panel that the candidate, whose profile is shown in Annex A, is appointed as Interim Chief Executive Officer (Head of Paid Service), Returning Officer and Electoral Registration Officer with effect from 1 July 2025 or as soon as practically possible after that date;</li><li>4. Appoint, in the event that the interim Chief Executive Officer is unable to take up the role with effect from 1 July, 2025, David Stanley, Deputy Chief Executive Officer to undertake the role of Head of Paid Service, Returning Officer and Electoral Registration Officer until such time as the interim Chief Executive Officer is available to take up the role;</li><li>5. Authorise the Head of HR to commence the process of appointing a permanent Chief Executive Officer (Head of Paid Service) and Returning Officer / Electoral Registration Officer.</li></ol>
Corporate priorities	All
Key Decision	No
Exempt	No
Consultees/ Consultation	Leader of the Council Deputy Chief Executive and Section 151 Officer Head of Legal Services Head of HR



## **1. BACKGROUND**

- 1.1** The Performance & Appointments Committee has responsibility for all relevant matters relating to the salaries and contractual terms of the Chief Executive Officer / Head of Paid Service.
- 1.2** Following the announcement that the current Chief Executive Officer is leaving the Council on 30 June 2025, the Performance & Appointments Committee, at its meeting held on 18 June 2025, agreed to commence the process of appointing an interim Chief Executive Officer (Head of Paid Service), Returning Officer and Electoral Registration Officer. The role was proposed to be for a period of up to 9 months to ensure the Council's statutory duties are fulfilled and to provide sufficient time for a permanent appointment to be made.
- 1.3** In addition, Performance & Appointments Committee agreed the appointment of four of their members to form a Selection Panel to interview short-listed candidates for the role of interim Chief Executive Officer (Head of Paid Service). The members selected were Councillors Every, Ind, Layton and Stowe.

## **2. REPORT**

- 2.1** At the time of publishing this agenda, the recruitment process is underway. The Selection Panel is considering applications and its recommended candidate's details will be distributed to members in advance of this meeting.

## **3. FINANCIAL IMPLICATIONS**

- 3.1** As set out in Part C2 of the Council's constitution, it is the responsibility of Full Council to *"confirm the appointment of the Head of Paid Service (Chief Executive) and designate officers as the Monitoring Officer and the S151 Officer"*.
- 3.2** Part C3 of the Constitution sets out the responsibility of the Performance & Appointments Committee to *"consider all relevant matters relating to the salaries and contractual terms of the Chief Executive/Head of Paid Service and Statutory Officers"*.
- 3.3** As set out in the Council's 2025/26 Pay Policy Statement, approved by Council at its meeting on 19 March 2025, full Council has the responsibility for appointing any officer where the salary package exceeds £100,000 per annum. The Chief Executive Officer's salary package is currently £115,105 per annum.
- 3.4** This report includes a recommendation from the Performance & Appointments Committee that an interim officer be appointed as Chief Executive Officer and Head of Paid Service, with effect from 1 July 2025 and to commence the recruitment



process to the permanent position of Chief Executive Officer and Head of Paid Service.

- 3.5** Taking into account salary costs of the Chief Executive Officer incurred up to 30 June 2025, a budget of £116,685 is available to support interim arrangements. This budget includes employer on-costs (National Insurance and Employer Pension Contributions).
- 3.6** The report includes the recommendation of the Selection Panel to appoint the preferred candidate as the Council's Interim Chief Executive Officer (Head of Paid Service), Returning Officer and Electoral Registration Officer with effect from 1 July 2025 or as soon as practically possible after that date.
- 3.7** Given the interim nature of the role, a per annum equivalent remuneration package of £130,000 (pro-rata according to contract period) is approved. The report proposes a period of up to 9 months from 1 July 2025 (or the date of the commencement in post of the permanent Chief Executive Officer), whichever is the sooner.
- 3.8** For the purposes of this report, it is assumed interim arrangements would be for a 9 month period at a cost of £131,558 (including on-costs). Whilst this is around £15,000 more than the available budget, officers are content that the proposed remuneration package is affordable, represents value for money and can be contained within the overall financial envelope/revenue budget.
- 3.9** Should the interim Chief Executive Officer be unable to commence with effect from 1 July 2025, it is recommended that the Council appoints David Stanley (Deputy Chief Executive and Section 151 Officer) to undertake the role of Head of Paid Service, Returning Officer and Electoral Registration Officer for the intervening period. An honorarium payment equivalent to the difference between Deputy Chief Executive and Section 151 Officer post and the Chief Executive Officer post would be payable for the duration of the intervening period.
- 3.10** For the purposes of this report, it is assumed the duration of any intervening period is one month. The additional cost to the Council of this arrangement would be £2,464 assuming there is no change to the appointment period of the interim Chief Executive Officer.

#### **4. LEGAL IMPLICATIONS**

- 4.1** There is a statutory duty to appoint a Head of Paid Service and this is covered in the recommendations. By virtue of the Local Authorities (Standing Orders) (England) Regulations 2001, as amended, the Council must include in its procedural rules that



an offer of appointment as the Head of Paid Service is subject to the approval of Full Council. The Chief Executive Officer is designated as Head of Paid Service under Section 4 Local Government and Housing Act 1989. Before an offer of appointment may be made, the Regulations also require that the Council must ensure that each member of the Council's Cabinet is notified of the proposed appointment and given the opportunity to object to the proposed appointment.

**5. RISK ASSESSMENT**

- 5.1** As set out in the main body of the report, the Council is legally obliged to designate an officer to fulfil the role of Head of Paid Service. Approving the appointment of an interim Chief Executive Officer mitigates this risk.

**6. EQUALITIES IMPACT**

- 7.** The Council's employment practices are consistent with equalities legislation.

**8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

- 8.1** There are no climate or ecological emergency implications arising directly from this report.

**9. BACKGROUND PAPERS**

- 9.1** None.

(END)