

Appointments Sub-Committee	
Meeting Date	5 October 2020
Report Title	Appointment of Chief Executive
Cabinet Member	Leader of the Council, Roger Truelove
SMT Lead	N/A
Head of Service	N/A
Lead Officer	Bal Sandher, Head of HR Shared Services
Key Decision	No
Classification	Open
Recommendations	<p>The Appointments Sub-Committee recommend that Full Council:</p> <ol style="list-style-type: none"> 1. Approve the appointment of Larissa Reed as Chief Executive Officer and Head of Paid Service for Swale Borough Council. 2. That the appointment be confirmed and remunerated in accordance with the Council's approved salary range of £113,994 to £128,301. 3. That delegated authority be given to the Chair of the Appointment Sub-Committee, in conjunction with the Head of HR Shared Services to finalise the arrangements and agree the start date for the Chief Executive/Head of Paid Service.

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to recommend to Full Council, the appointment of Larissa Reed as Chief Executive Officer and Head of Paid Service for Swale Borough Council.

2 Background

- 2.1 The Local Government & Housing Act 1989 places a duty on a local authority to designate one of its officers as Head of Paid Service. This is one of the three statutory roles: Head of Paid Service, S151 Officer and Monitoring Officer.
- 2.2 At the Appointment Sub-Committee meeting on 21st July it was agreed that smaller group of Members will form the Recruitment Appointments Panel for the post consisting of:
- Cllr Roger Truelove, Leader

- Cllr Mike Baldock
- Cllr Ken Ingleton

It was also agreed that the rest of the Members of the Appointments Sub Committee will be kept up to date at each stage of the recruitment process.

- 2.3 Following a procurement process, Solace were appointed to assist the Council in the recruitment process for the post. Solace consultants provided assistance at all stages including the advertising, executive search, long and short list assessments, assessment centre and final interviews.
- 2.4 A process of executive search and national advertising campaign produced a good response to the advert and 18 applications were received for this role. The long list and short-listing process including technical interviews, produced a final shortlist of 6 candidates.
- 2.5 On the 21st September the 6 candidates went through a rigorous assessment process involving psychometric tests, panel interviews with the Recruitment Appointments Panel, Members of the Appointment Sub-Committee and the Strategic Management Team. In addition, the candidates were also assessed on strategic analysis exercises to test their suitability for the post.
- 2.6 At the end of the assessment centre process, the Recruitment Appointments Panel were provided with feedback on the candidate's performance and it was agreed that four candidates should progress to the final interview stage. However, one of the candidates decided not to progress to the final interview stage.
- 2.7 The final interviews were held on Wednesday 30th September at Swale House. Each candidate was also required to give a short presentation on a relevant topic prior to their interview. The recruitment appointments panel were supported by the external recruitment consultant from Solace and the Head of HR Shared Services.
- 2.8 Following the interview, the Recruitment Appointments Panel was unanimous in its decision that, subject to the approval of Full Council, Larissa Reed should be offered the post of Chief Executive and Head of Paid Service.

3 Proposals

- 3.1 The Appointments Sub-Committee recommend that Council approve the appointment of Larissa Reed as Chief Executive Officer and Head of Paid Service for Swale Borough Council.
- 3.2 That the appointment be confirmed and remunerated in accordance with the Council's approved salary range of £113,994 to £128,301.

- 3.3 That delegated authority be given to the Chair of the Appointment Sub-Committee, in conjunction with the Head of HR Shared Services to finalise the arrangements and agree the start date for the Chief Executive/Head of Paid Service.

4 Alternative Options

- 4.1 The Council is legally required to have a Head of Paid Service post. The Council could decide not to appoint to the position of Chief Executive and Head of Paid Service and re-advertise the role. This is not recommended as the Council has been without a Chief Executive since March 2019 and subject to the approval of Full Council, Larissa Reed should be offered the post of Chief Executive and Head of Paid Service

5 Consultation Undertaken or Proposed

- 5.1 All Members of the Appointment Sub Committee have been kept update on each stage of the process for the role. Although the recruitment process has been undertaken by the Recruitment Appointments Panel, Full Council must approve any decision to appoint the Chief Executive.

6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report are not directly related to any corporate plan priority but appointing a Chief Executive will be critical to delivering on all of them.
Financial, Resource and Property	The salary applicable to this position is within the budgeted salary range and therefore there are no additional financial implications.
Legal, Statutory and Procurement	The Council has a duty to appoint to the statutory role of Head of Paid Service. The Appointments Sub Committee may agree who to appoint but no appointment may be made without the approval of Full Council.
Crime and Disorder	None identified at this stage.
Environment and Sustainability	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and	None identified at this stage.

Safety	
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.