

<b>DECISION-MAKER:</b>	<b>CHIEF OFFICER EMPLOYMENT PANEL</b>		
<b>SUBJECT:</b>	<b>APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE</b>		
<b>DATE OF DECISION:</b>	<b>13<sup>th</sup> MARCH 2018</b>		
<b>REPORT OF:</b>	<b>Service Director HR and OD</b>		
<b><u>CONTACT DETAILS</u></b>			
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<b>Director</b>	<b>Name:</b>	<b>Janet King</b>	<b>Tel: 023 8083 2378</b>
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<b>STATEMENT OF CONFIDENTIALITY</b>			
<p>The Appendix to this report is not for publication by virtue of Categories 1, 2 and 3 (Personal Information) of paragraph 10.4 of the Council's Access to Information Procedure Rules as contained in the Council's Constitution. It is not considered to be in the public interest to disclose this information as the report contains confidential and personal information relating to specific individuals.</p>			
<b>BRIEF SUMMARY</b>			
<p>Following the resignation of the current Chief Executive and Head of Paid Service and the appointment of an interim post holder, it is necessary to recruit and appoint a suitable candidate for permanent appointment to the position. There are legal requirements which must be observed when appointing a Head of Paid Service and as a statutory process this falls to both the Chief Officer Employment Panel and Full Council.</p>			
<b>RECOMMENDATIONS:</b>			
	<b>(i)</b>	To recommend to full Council an appointment to the position of Chief Executive and Head of Paid Service from the list of suitable candidates presenting for interview.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	<p>The Chief Executive and Head of Paid Service position will become vacant on 23rd March 2018 following the resignation and departure of Dawn Baxendale. This is a critical role for the council, fulfilling the responsibilities of Head of Paid Service and leading on key aspects of the City Strategy and the council's ongoing improvement programme. Filling the position on a permanent basis provides the council with the leadership required on a permanent basis following the period of transition and interim appointment and meets the legal requirements on the council to have a Head of Paid Service.</p>		
2.	<p>The recruitment and selection process for the permanent role will be held on the 12<sup>th</sup> and 13<sup>th</sup> March 2018. Due to the scheduling of council meetings by law, this requires Council on 21<sup>st</sup> March 2018 to appoint a new Head of Paid Service.</p>		

<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	
3.	To not seek a permanent Chief Executive, to distribute the responsibilities amongst other senior officers and continue with an interim Head of Paid Service.
<b>DETAIL (Including consultation carried out)</b>	
4.	The resignation of the current Chief Executive led to Full Council reassigning the designation of Head of Paid Service to Richard Crouch, Chief Operating Officer on an interim basis following an internal interview at COEP on 19th February 2018. This was confirmed at Council on 21 <sup>st</sup> February 2018.
5.	The recruitment process for the permanent appointment commenced in January 2018 with a view to an appointment offer being made once assessments, references and interviews are complete. The successful applicant for the permanent position will be invited to take up the role as soon as is practically possible. This is likely to be within a 3-6 month period subject to their current position and any notice requirements.
6.	Applications will be considered from the shortlisted candidates and interviews conducted by Chief Officer Employment Panel. Subject to Full Council approval the successful applicant will take up the role as soon as is practically possible given the successful candidate's existing circumstances and notice requirements. Following interview should COEP members not wish to appoint, the interim post holder will continue in the role and the recruitment position will be reviewed.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
7.	Costs will be met within existing budgets
<b><u>Property/Other</u></b>	
8.	None
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
9.	<b>Local Government Act 2000 and the Local Government (Standing Orders) (England) Regulations 2001</b>
<b><u>Other Legal Implications:</u></b>	
10.	None
<b>RISK MANAGEMENT IMPLICATIONS</b>	
11.	None
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
12.	None
<b>KEY DECISION?</b>	<b>No</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>	<b>None</b>

SUPPORTING DOCUMENTATION

**Appendices :**

<b>1.</b>	<b>Interview schedule and candidate packs (Exempt)</b>
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**Documents In Members' Rooms**

<b>1.</b>	<b>None</b>
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**Equality Impact Assessment**

<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>	<b>No</b>
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**Privacy Impact Assessment**

<b>Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.</b>	<b>No</b>
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**Other Background Documents**

**Other Background documents available for inspection at:**

<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>
<b>1.</b>	<b>None</b>