

FAREHAM

BOROUGH COUNCIL

Report to Appointment Panel

7 March 2023

Subject: **Key Documents for the Recruitment of the Chief Executive Officer**

Report of: **Director of Support Services and Monitoring Officer**

SUMMARY

In accordance with Section 4 of the Local Government and Housing Act 1989, Fareham Borough Council is required to appoint a Head of Paid Service. The Council's Constitution Part 1, Chapter 10 confirms the Chief Executive Officer is designated to carry out this role.

Following the resignation of the current Chief Executive Officer, Peter Grimwood, and the decision by Council to create an Appointments Panel, that Panel is asked to confirm its Terms of Reference, the Job Details and Advert for a Chief Executive Officer.

RECOMMENDATION

That the Appointment Panel:

- (a) agrees its Terms of Reference as set out in Appendix A;
- (b) agrees the Job Advertisement as set out in Appendix B;
- (c) agrees the Job Description as set out in Appendix C;
- (d) agrees the Person Specification as set out in Appendix D;
- (e) delegates authority to the Director of Support Services to make any further changes to the recruitment documents, listed as Appendices B, C and D; and
- (f) subject to the agreement of the above, notes that the advertisement will be externally published on 9 March 2023.

INTRODUCTION

1. In accordance with Section 4 of the Local Government and Housing Act 1989 ('LGH 1989') the Council must designate one of its officers to hold the statutory office of Head of Paid Service. The responsibilities of the Head of Paid Service are prescribed by the LGH1989 Act and the Local Government Act 2000 ('LGA2000 Act') and are described in the Council's Constitution.
2. Section 4 of the Local Government and Housing Act 1989, requires that the Council designate one of its officers as Head of the Paid Service (usually the Chief Executive) who is responsible for preparing reports on the way the local authority's staff are organised, on the authority's staffing needs and on the co-ordination of the way in which the authority's functions are discharged. Failure to appoint a Head of Paid Service, would put the Council in breach of its statutory obligation.
3. In addition, Section 35 of the Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be the Returning Officer for the election of Councillors. In accordance with the decision of the Council the Chief Executive is also appointed as Returning Officer which is an independent statutory role. The Chief Executive is appointed as the Council's Electoral Registration Officer under Section 8 of the Representation of the People Act 1983.

BACKGROUND

4. The current Chief Executive, Peter Grimwood, has tendered his resignation after a highly successful 40-year career working in Local Government, with the last 27 years at Fareham Borough Council serving as the Chief Executive since April 2009.
5. At its meeting on 24 February 2023, the Council resolved to create sub-committee to act as an Appointment Panel.

APPOINTMENT PANEL

6. The Appointment Panel is a formal sub-committee of Council and is created to:
 - (a) consider the arrangements for the recruitment of a Chief Executive Officer;
 - (b) draw up a statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed;
 - (c) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
 - (d) confirm proposed arrangements for interview and selection; and
 - (e) interview shortlisted applicants and make a recommendation to Council for the appointment of the most suitable applicant.
7. The Director of Support Services and Monitoring Officer will provide technical support to Members of the Panel and lead on the recruitment process.

TERMS OF REFERENCE

8. A draft Terms of Reference for the Appointment Panel is shown at Appendix A. The

Appointment Panel is asked to consider the Terms of Reference and to confirm that it is accepted.

JOB ADVERTISEMENT, JOB DESCRIPTION AND PERSON SPECIFICATION

9. When recruiting a Chief Executive Officer, and in accordance with paragraph 4 of Standing Orders with respect to the Appointment, Dismissal and Discipline of Employees, the Council is required to draw up a statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed.
10. As the appointed Sub-Committee of the Council, the Appointment Committee is asked to agree the statement which is presented in the form of the Job Description, as set out in Appendix C, and the Person Specification, as set out in Appendix D.
11. The Appointment Panel is also required to make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it. The Job Advertisement is therefore set out in Appendix B.
12. The advertisement will be published externally via the Council's website, the Municipal Journal online and printed publication and via LinkedIn.

RISK ASSESSMENT

13. The post of Chief Executive Officer is crucial to ensure the Council's effective governance. Failure to appoint would be a breach of legislation, as set out in paragraphs 1 – 3 above.

CONCLUSION

14. The Appointment Panel is asked to confirm:
 - (a) its Terms of Reference as set out in Appendix A;
 - (b) the Job Advertisement as set out in Appendix B;
 - (c) the Job Description as set out in Appendix C;
 - (d) the Person Specification as set out in Appendix D;
 - (e) delegates authority to the Director of Support Services to make any further changes to the recruitment documents, listed as Appendices B, C and D; and
 - (f) subject to the agreement of the above, notes that the advertisement will be externally published on 9 March 2023.

Appendices:

Appendix A	Terms of Reference
Appendix B	Job Advertisement
Appendix C	Job Description
Appendix D	Person Specification

Background Papers: HR files (Exempt from publication)

Reference Papers: Fareham Borough Council Constitution

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