



## Public Session

Report Reference Number (ExC/17/1)

Agenda Item No: 3

---

<b>To:</b>	<b>Extraordinary Council</b>
<b>Date:</b>	<b>25 May 2017</b>
<b>Author:</b>	<b>Gillian Marshall Solicitor to the Council</b>
<b>Lead Councillor:</b>	<b>Councillor Mark Crane</b>

---

**Title:** Appointment of the Chief Executive and Head of Paid Service

### Summary:

This report seeks formal ratification of the appointment of Chief Executive and Head of Paid service (incorporating the Returning Officer and Electoral Registration Officer functions).

### Recommendations:

That the offer of the post of Chief Executive and Head of Paid service (incorporating the Returning Officer and Electoral Registration Officer functions) as set out at paragraph 2.4 is approved.

### Reasons for recommendation

Ratifying the proposed appointment to the post of Chief Executive will contribute to the delivery of the core priorities set out in the Corporate Plan.

## 1. Introduction and background

- 1.1 The post of Chief Executive and Head of Paid Service became vacant in August 2016. Since that date it has been covered on an interim basis. The post has been reconfigured following discussions with North Yorkshire County Council and the new permanent post, including the post of Assistant Chief Executive at North Yorkshire County Council one day per week, was advertised nationally at the indicative salary of c £105,000 per annum.

- 1.2 The final appointment of Chief Executive and Head of Paid Service must statutorily be made at a full Council meeting. The Employment Committee have selected a candidate and are recommending the appointment to Council.

## **2 The Report**

- 2.1 The constitution provides for an Employment Committee comprised of the Leader of Council, the Deputy Leader, The Leader of the Opposition and one other Councillor appointed by the Leader. The Leader appointed Councillor Liz Casling as the fourth member of the Committee.
- 2.2 The Employment Committee was supported in this process by Richard Flinton, Chief Executive of North Yorkshire County Council. Local community representatives, partner representatives and business leaders also participated in the process.
- 2.3 An assessment day took place on 15th May 2017. Final interviews were held on 16th and 18<sup>th</sup> May 2017 and candidates were interviewed by the Employment Committee.
- 2.4 Following the conclusion of the interview process the Employment Committee considered the candidates and it was agreed that Janet Waggott should be recommended for appointment. The remuneration package proposed matches the current package at Ryedale namely, a salary of £106 560 plus a car allowance of £5505 per annum. 20% of the salary costs will be met by North Yorkshire County Council reflecting the split of work.
- 2.5 Under the Terms of the Council's latest approved Pay Policy Statement (February 2017), salaries in excess of £100,000 must be approved by full Council.
- 2.6 Under the Pay Policy Statement. It is the policy of this Authority to establish a remuneration package for each senior post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.
- 2.7 The version of the pay policy statement approved in February 2017 expressly recognised that the Chief Executive's post was vacant, covered by interim arrangements and subject to review. The Policy Statement recognises that a departure from the policy can be implemented without having to seek Full Council approval for a change of the policy statement. Such a departure from this policy must be expressly justified in each case and approved through an appropriate authority decision making route. In this case a benchmarking exercise was undertaken which identified that the salary for the Chief Executive needed to be higher than that stated in the most recently approved pay policy statement to attract a suitably experienced candidate. Approval of the remuneration package identified in para 2.4 above therefore complies with

the requirements of the pay policy in that full Council approval is sought for a package which matches that which the appointee currently receives in the circumstances of this recruitment exercise.

- 2.8 In line with the statutory procedures which apply to Chief Executive appointments, the members of the Executive have been informed of this proposed appointment and no objections have been received.

### **3 Legal/Financial Controls and other Policy matters**

#### **Legal Issues**

- 3.1 The Council has a statutory duty to appoint a Head of Paid Service under the Local Government and Housing Act 1989.

The Employment Committee was created pursuant to S.102 (1)(c) of the Local Government Act 1972 and its terms of reference are to shortlist for, interview and recommend for appointment to the position of Chief Executive/Head of Paid Service.

The process of appointing officers of this level is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an employment committee must include at least one member of the Executive and further, that no formal offer of appointment may be made until all members of the Executive have been informed of the details of the intended appointee, and have raised no objection within the specified period. Full Council must also approve the appointment before an offer of appointment is made.

Under the terms of the Pay Policy Statement full Council must approve any salary package in excess of £100,000.

#### **Financial Issues**

- 3.5 The salary cost will be managed from within existing budget

### **4. Conclusion**

- 4.1 That Janet Waggott should be offered the post of Chief Executive and Head of Paid Service (incorporating the Returning Officer and Electoral Registration Officer functions)

### **5. Background Documents**

None

*Contact Officer:*

*Gillian Marshall*

*Selby District Council*  
*gmarshall@Selby.gov.uk*

**Appendices:**

None