

Committee Name and Date of Committee Meeting

Staffing Committee – 23 January 2025

Report Title

Recruitment of Chief Executive

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

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Ward(s) Affected

Borough-Wide

Report Summary

This report sets out proposals to appoint to the Chief Executive.

Recommendations

1. That Staffing Committee approve the request to fill the post of Chief Executive and refer the process to the Senior Appointments Panel to undertake the recruitment process, with appointment subject to Council approval.

List of Appendices Included

None

Background Papers

Localism Act 2011 Hutton review of Fair Pay in the Public Sector

Local Government Transparency Code 2015

Pay Policy Statement

Other Employment Procedure Rules

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Recruitment of Chief Executive

1. Background

- 1.1 Following the resignation of the incumbent Chief Executive (Head of Paid Service) after 9 years of exemplary service, formal arrangements need to be made for the recruitment to the role.
- 1.2 The role of Head of Paid Service for the Council is responsible for the managerial leadership of staff and for advising the Council on the best ways to organise its functions, ensuring an effective and efficient service for residents.

2. Key Issues

- 2.1 Staffing Committee is asked to give their approval to recruit to the post of Chief Executive.
- 2.2 As per the Officer Employment Procedure Rules and Code of Conduct, Staffing Committee is asked to agree plans to immediately begin the selection process and refer the matter to the Senior Officer Appointments Panel.
- 2.3 The salary for the post of Chief Executive is £188,061 and will be advertised at the current rate. This is inclusive of the 2024 – 2025 pay award. Although there is no intention to amend the grade of the post, local benchmarking information is included for transparency at Appendix 1.
- 2.4 A Returning Officer fee is paid in addition to the above salary, where appropriate, and is a variable payment in accordance with the type of election.
- 2.5 Dependent on the interview dates and any resignation periods for candidates it maybe that interim or acting up arrangements need to be considered for a limited time given the current Chief Executives agreement to support the Council in the recruitment activity.

3. Options considered and recommended proposal

- 3.1 As this is the Head of Paid Service, permanent recruitment should be undertaken by a Senior Officer Appointments Panel and ratified by Council in accordance with the Localism Act 2011.
- 3.2 The Council is required to have a Head of Paid Service and must follow the appointment process which accords with legislation. No other options are available for the appointment of this role.

4. Consultation on proposal

- 4.1 Consultation has taken place with the current Chief Executive and Leader of the Council.

5. Timetable and Accountability for Implementing this Decision

- 5.1 There is no proposal to change the existing agreed salary for the post and therefore it is proposed to refer the process to the Senior Officer Appointments Panel. In accordance with the Localism Act (2011) the appointment would be subject to Council approval.
- 5.2 Based on current plans the post will be advertised in January, with the assessment process and final interview panels completed by March 2025.

6. Financial and Procurement Advice and Implications

- 6.1 The Chief Executive is a budgeted post, therefore, the current and future costs of the post are factored into the Council's financial planning. This role will require external recruitment support and advertising costs, estimated to be around £20k-£25k that can be contained within the wider underspend position within Assistant Chief Executive's Directorate
- 6.2 The engagement of a recruitment agency to assist with the search and selection process will be undertaken in accordance with the Council's Financial & Procurement Procedure Rules.

7. Legal Advice and Implications

- 7.1 The Council must appoint this Statutory Officer role in line with the legislative requirements including those set out above.

8. Human Resources Advice and Implications

- 8.1 An appropriately rewarded workforce motivates employees and meets standards of fairness and equity required by employment legislation.
- 8.2 Due to the strategic nature of this role in leading the directorate, it is imperative that a permanent replacement is recruited as quickly as possible.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no direct implications arising from this report.

10. Equalities and Human Rights Advice and Implications

- 10.1 Fair pay structures are a requirement of employment and equalities legislation.

11. Implications for CO₂ Emissions and Climate Change

- 11.1 There are no direct implications arising from this report, although appointing to this strategic role will support continued leadership of the Council's strategies.

12. Implications for Partners

- 12.1 The role is the Head of Paid Service, working corporately with Elected Members and external stakeholders to ensure the Council's vision, priorities and values are actively promoted and made a reality.

13. Risks and Mitigation

- 13.1 Failure to proceed with the appointment process to this role would create significant risk owing to its status as the Head of Paid service and responsibility for the delivery of Council services. There is a legal requirement to have a Head of Paid Service role.

Accountable Officer(s)

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This report is published on the Council's [website](#).

Appendix 1 Benchmarking

Sheffield City Council	£213454
Barnsley MBC	£192057
City of Doncaster Council	£179274
Wakefield Council	£185834
Leeds City Council	£226710
East Riding of Yorkshire Council	£186417
North Yorkshire Council	£181925-198935

*Salaries above are taken from published 2024/25 Pay Policy Statements which would be published in advance of Chief Executives Pay Award (2.5%)

** Returning Officer fees will be paid in addition to the above at a variable rate in accordance with the type of election.