

Committee Name and Date of Committee Meeting

Council – 21 May 2025

Report Title

Appointment of the Chief Executive and Head of Paid Service

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

No

Strategic Director Approving Submission of the Report

Phillip Horsfield, Assistant Director Legal Services and Monitoring Officer

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Report Author(s)

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Ward(s) Affected

Borough-Wide

Report Summary

The Council is required to appoint a Chief Executive and Head of Paid Service under Section 4 of the Local Government and Housing Act 1989. In addition the post is responsible for various other Proper Officer functions under the Council's Constitution including being the Returning Officer and Electoral Registration Officer. Full Council has this function under the terms of the Constitution and Legislation.

The Council are requested to agree to the recommendation of the Senior Officer Appointments Panel which was established in accordance with the terms outlined in the Staffing Committee report dated 23 January 2025.

Recommendations

That Council:

1. Appoints John Edwards to the post of Chief Executive and Head of Paid Service (including Returning Officer and Electoral Registration Officer).
2. Formally records its thanks to current Chief Executive, Sharon Kemp OBE, for her 9 years dedicated service to Rotherham

List of Appendices Included

None

Background Papers

The Constitution of Rotherham Metropolitan Borough Council.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Appointment of the Chief Executive and Head of Paid Service

1. Background

- 1.1 On 23 January 2025, Staffing Committee approved the recruitment process for the Chief Executive and Head of Paid Service.
- 1.2 The Head of Paid Service is a statutory requirement under Section 4 of the Local Government and Housing Act 1989. It 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. In addition the Constitution sets out the various other responsibilities and Proper Officer functions allocated to the role.
- 1.3 A detailed recruitment process was undertaken which has led to the appointment of the new Chief Executive, John Edwards. It is also recommended that the Council appoint Mr Edwards as the Head of Paid Service.

2. Key Issues

- 2.1 The Council has undertaken a robust recruitment process to arrive at the appointment of the Chief Executive, including technical interview, partner interview, and a cross-party Elected Member interview ahead of the Senior Officer Appointments Panel.
- 2.2 The Senior Officer Appointments Panel made their final decision on 17 March 2025 and recommend the Council to formally appoint John Edwards as its Chief Executive and Head of Paid Service.
- 2.3 The salary for the post of Chief Executive is £188,061. 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.
- 2.4 The Council would wish to note the 9 years exemplary service of the current Chief Executive, Sharon Kemp OBE, and to formally thank Ms Kemp for her dedicated service to Rotherham.

3. Options considered and recommended proposal

- 3.1 The Council is required to appoint to the statutory role of Head of Paid Service, and in Rotherham MBC this is held by the Chief Executive. It has done so through a fair and transparent recruitment and selection process.
- 3.2 Recruitment to the role has been undertaken by the Senior Officer Appointments Panel and is required to be ratified by Council in accordance with the Constitution and Localism Act 2011.
- 3.3 The Council is required to have a Head of Paid Service and has followed 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 Leader and current Chief Executive.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The date of commencement of the Chief Executive is 23rd June 2025 and all recruitment checks are complete.

6. Financial and Procurement Advice and Implications

- 6.1 The Chief Executive is a budgeted post, therefore the current and future costs of this post are factored into the Councils Budget and financial plans.

7. Legal Advice and Implications

- 7.1 The recruitment process has been undertaken in accordance with legislation, employment law and best practice. All other legal implications are covered within the main body of the report.

8. Human Resources Advice and Implications

- 8.1 All HR implications have been considered throughout this process and a fair and transparent recruitment and selection process has been followed.

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 There are no equalities implications arising from this report.

11. Implications for CO₂ Emissions and Climate Change

- 11.1 There are no direct implications arising from this report, although appointing to the role of Chief Executive 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. External stakeholders and Elected Members were involved in the recruitment and selection process.

13. Risks and Mitigation

- 13.1 Failure to proceed with the appointment 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)

Lynsey Linton, Assistant Director HR

Approvals obtained on behalf of:

	Name	Date
Chief Executive	Sharon Kemp	09/05/25
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	07/05/25
Assistant Director of Legal Services (Monitoring Officer)	Phillip Horsfield	07/05/25
Assistant Director of Human Resources (if appropriate)	Lynsey Linton	07/05/25
Head of Human Resources (if appropriate)		Click here to enter a date.
Consultation undertaken with the relevant Cabinet Member	Leader of the Council - Councillor Read	13/05/25

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