



Name of meeting: Extraordinary Council

Date: 18th August 2023

Title of report: Appointment of a Chief Executive and Head of Paid Service

Purpose of report:

The purpose of this report is to seek the approval of Council to appoint Stephen (Steve) James Mawson as Kirklees Council’s Chief Executive and Head of Paid Service and appointed Electoral Registration Officer and (Acting) (Local) Returning Officer with effect from 1 October 2023.

Key Decision - Is it likely to result in spending or saving £500k or more, or to have a significant effect on two or more electoral wards? Decisions having a particularly significant effect on a single ward may also be treated as if they were key decisions.	No
Key Decision - Is it in the <u>Council’s Forward Plan (key decisions and private reports)</u>?	Key Decision – No Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Not Applicable
Date signed off by <u>Strategic Director</u> & name Is it also signed off by the Service Director for Finance? Is it also signed off by the Service Director for Legal Governance and Commissioning?	Not applicable Dean Langton – Not applicable Julie Muscroft
Cabinet member portfolio	Not applicable

Electoral wards affected: All wards

Ward councillors consulted: No

Public or private: Public

Has GDPR been considered? Yes

1. Summary

Background

On 30 March 2023, Personnel Committee agreed to convene an appointment panel and commence an externally advertised recruitment process for Kirklees Council's Chief Executive and Head of Paid Service, in accordance with the Council's Officer Employment Procedure Rules, following the confirmation of retirement from the Chief Executive, Jacqui Gedman who will be leaving her role on 30 September 2023. It is a statutory requirement to have a designated Head of Paid Service which, in accordance with the senior management structure, is fulfilled by the Chief Executive post.

The Appointment Panel consisted of Councillor Shabir Pandor (Chair), Councillor Cathy Scott, Councillor Paul Davies, Councillor David Hall and Councillor John Lawson. Councillor Elizabeth Smaje as an observer through the role of Chair of Overview and Scrutiny.

The job was externally advertised on 18 May 2023.

Following Receipt of applications the recruitment process consisted of:

- Longlisting by the appointment panel
- Technical interviews for all longlisted candidates
- Shortlisting by the appointment panel based on feedback from technical interviews
- An assessment day consisting of internal and external stakeholder panels, written exercises, a video produced for young people to assess

Following this open recruitment process, final interviews were held on 10 July 2023 by the appointment panel. Taking into account feedback from all elements of the process a recommended decision was taken by the appointment panel to offer this role to Stephen (Steve) James Mawson, subject to ratification at this meeting of Council. He has accepted this offer subject to ratification by the Council

2. Information required to take a decision

The proposals outlined in the report are consistent with the requirements set out in law. This statutory role must be appropriately designated and undertaken to ensure the Council meets its statutory responsibilities as well as ensuring stability and effective leadership.

Section 4 Local Government and Housing Act 1989 provides that every Local Authority must designate one of their officers as Head of Paid Service. The post of Head of Paid Service is designated as also being the Council's Chief Executive, as set out in Article 12 of the Council's constitution. Legislation also requires that an authority appoint a

Electoral Registration Officer and (Acting) (Local) Returning Officer who is responsible, inter alia, for the conduct of elections and registration within the Authority.

An appointment of the Chief Executive and Head of Paid Service must be made by Council

The Appointment Panel recommends that Council approve the appointment of Stephen (Steve) James Mawson to the position of Chief Executive and Head of Paid Service.

3. Implications for the Council

The implications for the Council are to ensure that the Council meets its statutory responsibilities in respect of the administration of the Council's affairs with appointment as the Council's Head of Paid Service.

3.1 Working with People

This is a key statutory role within the Council's management structure and the successful candidate will be expected to make a significant contribution to the delivery of these priorities

3.2 Working with Partners

This is a key statutory role within the Council's management structure and the successful candidate will be expected to make a significant contribution to the delivery of these priorities

3.3 Place Based Working

This is a key statutory role within the Council's management structure and the successful candidate will be expected to make a significant contribution to the delivery of these priorities

3.4 Climate Change and Air Quality

This is a key statutory role within the Council's management structure and the successful candidate will be expected to make a significant contribution to the delivery of these priorities

3.5 Improving outcomes for children

This is a key statutory role within the Council's management structure and the successful candidate will be expected to make a significant contribution to the delivery of these priorities

3.6 Financial Implications for the people living or working in Kirklees

This is a key statutory role within the Council's management structure and the successful candidate will be expected to make a significant contribution to the delivery of these priorities

3.7 Other (eg Integrated Impact Assessment (IIA)/Legal/Financial or Human Resources) Consultees and their opinions

Whilst the Authority must designate an officer as Head of Paid service there is no statutory requirement to appoint a Chief Executive. At present, the post of Head of Paid Service is designated as also being the Council's Chief Executive. Under the Council's Constitution, the responsibility for the appointment of chief officers, sits with the Personnel Committee. The appointment of Head of Paid Service should be compliant with the Council's Officer Employment Procedure Rules and the Recruitment and Selection Procedure. The appointment should be made on merit in accordance with section 7 Local Government and Housing Act 1989. There are no other specific human resources or financial implications other than those mentioned elsewhere in this report.

4. Consultation

The recruitment process involved elected members, Group Leaders have been engaged either through being on the panel or by notification of the panel's recommendation and Cabinet members have been informed of the outcome of the recruitment process, no objections have been raised to the recommended appointment.

5. Engagement

Internal and external stakeholders have been engaged in the recruitment process.

6. Next steps and timelines

Should Council approve the recommendation to appoint Stephen (Steve) James Mawson to Kirklees Council's Chief Executive and Head of Paid Service, and Electoral Registration Officer and (Acting) (Local) Returning Officer, appointment will be effective from 1 October 2023.

7. Officer recommendations and reasons

It is recommended that

Stephen (Steve) James Mawson be appointed as Kirklees Council's Chief Executive and Head of Paid Service and appointed Electoral Registration Officer and (Acting) (Local) Returning Officer for elections with effect from 1 October 2023.

8. Cabinet Portfolio Holder's recommendations

N/A

9. Contact officer

Michelle Moss (HR Manager)

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10. Background Papers and History of Decisions

Personnel Committee – 30 March 2023

11. Service Director responsible

Rachel Spencer-Henshall – Strategic Director for Corporate Strategy and Public Health

Julie Muscroft – Service Director – Legal, Governance and Commissioning