

BROMSGROVE DISTRICT COUNCIL

Council
2023

19th July

APPOINTMENT OF INTERIM HEAD OF PAID SERVICE, RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER

Relevant Portfolio Holder	Councillor Charlie Hotham, Portfolio Holder for Finance and Enabling
Portfolio Holder Consulted	
Relevant Head of Service	Deb Poole, Head of Business Transformation, Organisational Development and Digital Strategy
Report Author Claire Felton	Job Title: Head of Legal, Democratic and Property Services Contact email: c.felton@bromsgroveandredditch.gov.uk Contact Tel: (01527) 64252
Wards Affected	NA
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	An effective and sustainable Council
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

That the Council RESOLVE that

on the retirement of the current Chief Executive, Mrs Susan Hanley be appointed as the Council's Head of Paid Service, Returning Officer and Electoral Registration Officer on an interim basis until such time as a new Chief Executive and Head of Paid Service is appointed and is in post.

2. BACKGROUND

- 2.1 This report details proposals in respect of the appointment of Mrs Susan Hanley as the Council's Head of Paid Service, Returning Officer and Electoral Registration Officer on an interim basis, following the current Chief Executive's retirement, until a new Chief Executive and Head of Paid Service has been appointed and is in post.

3. OPERATIONAL ISSUES

- 3.1 Section 21 of the Local Government and Housing Act 1989 requires the council to make arrangements to ensure that all the authority's functions are properly co-ordinated as well as organising staff and appointing appropriate management through the appointment of

- proper officer(s).
- 3.2 The Council is required to appoint an officer as Head of Paid Service and this role has been carried out by the council's Chief Executive.
- 3.3 It is recommended that following the resignation of the current Chief Executive, the Deputy Chief Executive, Mrs Hanley is appointed to the position of Chief Executive and Head of Paid Service whilst the recruitment process is undertaken and until a new Chief Executive is in post.
- 3.4 The law requires that the appointment of Head of Paid Service, is made by full Council even where this is on a temporary basis and this cannot be delegated.
- 3.5 The Chief Executive is also appointed as the Council's Returning Officer and Electoral Registration Officer and so it is recommended that Mrs Hanley is also appointed to these positions. Whilst there may be no immediate need, the recruitment of a new Head of Paid Service can take some months before a new officer is in post and so appointing to these positions now, to take effect when the current Chief Executive leaves, would be prudent; as again these appointments are the responsibility of full Council.
- 3.6 It is important for the operation of the Council functions that someone is identified as Chief Executive and Head of Paid Service. Rather than appoint an external interim to the role whilst recruiting to the substantive post, it is felt that, given her experience and skill set, the most appropriate solution for the Council is to ask Mrs Susan Hanley (current Deputy Chief Executive) to undertake the role on an Interim basis. It is also proposed that she would fulfil the functions of Returning Officer and Electoral Returning Officer on an interim basis.
- 3.7 Depending on the length of time it takes to recruit to the substantive position, there may need to be backfilling of the work currently undertaken by the Deputy Chief Executive. This will need to be developed as things become clearer with any additional financial implications resolved.

4. FINANCIAL IMPLICATIONS

- 4.1 The salary difference between the Deputy Chief Executive and Chief Executive is £22k per annum. From September, there is £15.8k of budget available a month from the vacant Chief Executive role to ensure posts are funded and backfilled until the role is filled.

- 4.2 It would be significantly more expensive for both Councils to source an external interim Chief Executive for the period of recruitment.

5. LEGAL IMPLICATIONS

- 5.1 The key legal requirements are highlighted in Section 3.
- 5.1 Legislation regarding the appointment of the Council's Returning Officer is Section 35 of the Representation of the People Act 1983 and the Electoral Registration Officer is Section 8 of the same Act.

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

- 6.1 The appointment of Mrs Susan Hanley as Head of Paid Service, Returning Officer and Electoral Registration Officer on an interim basis, following the retirement of the current Chief Executive, will ensure that there is consistency and continuity during the period in which a new Chief Executive and Head of Service is being recruited.
- 6.2 This continuity will assist the Council in terms of being an effective and sustainable authority moving forward.

Climate Change Implications

- 6.3 There are no specific climate change implications.

Equalities and Diversity Implications

- 6.4 There are no known equalities implications arising from the options outlined in this report.

7. RISK MANAGEMENT

- 7.1 It is desirable for the Chief Executive appointment to be made in a timely way but this must be balanced with the need to carry out a full and robust process to select the best candidate. Leaving the Council with no Chief Executive risks destabilisation and risks the ongoing business of the Council.

8. APPENDICES and BACKGROUND PAPERS

None

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Charlie Hotham	
Lead Director / Head of Service	Deb Poole, Head of Business Transformation, Organisational Development and Digital Strategy	
Financial Services	Pete Carpenter, Interim Section 151 Officer	7 th July 2023
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	7 th July 2023