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Democratic Services

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Date: 28 January 2020

Dear Councillor

COUNCIL - WEDNESDAY 29 JANUARY 2020

I am now able to enclose the following report for the agenda of the Council meeting due to take place on Wednesday 29 January 2020

Agenda No	Item
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| 12. | <u>Transitional arrangements relating to the post of Chief Executive</u> (Pages 3 - 5) |
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Yours sincerely

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Report to Council

Subject: Transitional arrangements relating to the post of Chief Executive

Date: 29 January 2020

Author: Director of Organisational Development & Democratic Services

Wards Affected

Borough Wide

Purpose

To seek approval for transitional arrangements to take effect following the departure of the Chief Executive to take up a new position.

Key Decision

This is a Key Decision

Recommendations

It is recommended that, subject to receipt of a notice of resignation, for the transitional period:

- 1) Mike Hill, will take on the role of acting Chief Executive, be designated as Head of Paid Service; appointed as Returning Officer for local elections (Borough and Parish) and Parish Polls and Electoral Registration Officer; and appointed as Proper Officer for all those functions where the Chief Executive is designated as the Proper Officer;
- 2) Mike Hill be paid an honorarium to take his salary to the bottom of the current Chief Executive salary scale for the transitional period to reflect the additional responsibilities in carrying out those functions usually discharged by the Chief Executive and Head of Paid Service; and
- 3) Subject to Mike Hill confirming that he no longer wishes to act as Section 151 Officer, Alison Ball, Service Manager, Financial Services be designated as the Council's Section 151 Officer during the transitional period.

1 Background

- 1.1 Members are aware that Karen Bradford has been offered a new role as Chief Executive of South Kesteven Council. It is expected that the appointment will be formally approved by South Kesteven Council at its full Council meeting to be held on 30 January 2020; after which notice of resignation will be given.
- 1.2 Notwithstanding the need to put in place permanent arrangements for the post of Chief Executive, transitional arrangements will need to be in place to ensure the smooth running of the organisation. Given the fact that Ms Bradford holds a number of statutory roles in addition to the post of Chief Executive, consideration also needs to be given to interim appointments to the role of Head of Paid Service, Returning Officer and Electoral Registration Officer. The Chief Executive is also appointed as 'Proper Officer' in respect of a number of elections, democratic services and building control functions and carries certain functions delegated from Council, Committees and the Executive.
- 1.3 Arrangements are already in place to enable other members of the Senior Leadership Team to deputise: General delegations are in place and more specifically Mike Hill is appointed as Deputy Chief Executive and is expected to deputise in the absence of the Chief Executive. In addition, Helen Barrington is appointed as the Deputy Electoral Registration Officer. In addition, at the present time Mike Hill is designated as Section 151 Officer with Alison Ball designated as his deputy.
- 1.4 Under S.4 (1) Local Government and Housing Act 1989, The Council is under a duty to designate one of its officers as Head of Paid Service. The statutory role of Head of Paid Service cannot be held by the Monitoring Officer but may be held by the Chief Financial Officer. The Chief Executive and Head of Paid Service can only be appointed by Full Council.
- 1.5 Subject to the Council agreeing to designate Mike Hill as Head of Paid Service, he has expressed the desire to relinquish his Section 151 role during the transitional period to avoid any conflict in holding two statutory roles concurrently.
- 1.6 Proposals for the permanent replacement of the Chief Executive will need to be considered in due course. The Constitution provides that the Appointments and Conditions of the Service Committee would deal with the recruitment process, which must be conducted in accordance with the Council's Standing Orders Relating to Staff.

2 Proposal

- 2.1 Subject to receipt of a notice of resignation and in order to ensure the smooth running of the Council it is proposed that the following transitional arrangements are put in place to take effect immediately after Ms Bradford's last day of employment until permanent arrangements for the position of Chief Executive are in place ("the transitional period"):

- The Deputy Chief Executive and Director of Finance, Mike Hill will take on the role of acting Chief Executive and be designated as Head of Paid Service; appointed as Returning Officer for local elections (Borough and Parish) and Parish Polls and Electoral Registration Officer; and appointed as a Proper Officer in respect of all those functions where the Chief Executive is designated as the Proper Officer.

- 2.2 Whilst the Deputy Chief Executive and Director of Finance currently deputises on behalf of the Chief Executive, it is recognised that during the transitional period he will need to perform a wider range of functions usually discharged by the Chief Executive on a more frequent basis. In order to acknowledge these additional responsibilities, it is proposed that Mike Hill, be paid an honorarium taking his salary to the bottom of the Chief Executive salary scale during this transitional period.
- 2.3 In order to avoid any conflict in holding two statutory roles concurrently, Mike Hill has indicated that he wishes to relinquish his role as Section 151 Officer when he is designated as Head of Paid Service. It is therefore proposed that, subject to Mike Hill relinquishing his role as Section 151 Officer, Alison Ball, Service Manager, Financial Services is designated as the Council's Section 151 Officer during the transitional period.
- 2.4 Other transitional operational arrangements will be agreed by the Acting Chief Executive in consultation with the Leader of the Council to ensure strategic management of all service areas and provide capacity and resilience at a senior level. In addition to the Section 151 role set out above, arrangements will also be made for an officer to take a strategic lead in relation to Economic Growth, Development Management and Planning Policy. Further detail of transitional arrangements will be communicated to Elected Members and staff in due course.

3 Resource Implications

- 3.1 The cost of these arrangements can be contained within savings from the Chief Executive's salary whilst the post is vacant.

4 Appendices

- 4.1 None.

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