



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 1.3

Recruitment of Chief Executive Officer

To:	Employment Committee
Meeting Date:	8 th February 2023
Public report:	Yes
Lead Member:	Statutory Deputy Mayor Councillor Anna Smith
From:	Gordon Mitchell, Chief Executive
Key decision:	No
Forward Plan ref:	n/a
Recommendations:	<p>The Employment Committee is recommended to:</p> <ul style="list-style-type: none">a) Approve the new Chief Executive Job Description/Person Specification contained at Appendix 1 of this report.b) Approve that the Job Description/Person Specification at Appendix 1, meets the requirement in Chapter 18, paragraph 3.1 of the Authority's Constitution.
Voting arrangements:	<p>A simple majority of Members present and voting.</p> <p>To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.</p>

1. Purpose

- 1.1 The purpose of the paper is to ask the Employment Committee to agree the attached Job Description/Person Specification and approve their inclusion as meeting the requirement of Chapter 18, paragraph 3.1 of the Constitution.

2. Background

- 2.1 The Interim Chief Executive's proposed senior structure was approved by the CA Board in September 2022. The CA Board approved the commencement of a recruitment campaign leading to the appointment of a permanent Chief Executive and Executive Directors into the new structure. The recruitment process and timetable was annexed to that report to Board in October, which was approved. As a consequence of this approval, work now needs to progress in recruiting to the various roles. To provide some support in progressing the recruitment we have instructed Penna, an executive recruitment agency, to assist in the process.
- 2.2 Although the Board approved the recruitment process and timetable, the interim CEO now approaches this Committee to draw up a statement in line with Chapter 18 rule 3.1. That is under Chapter 18, rule 3.1 it states that "where the combined authority proposes to recruit to a Chief Officer role the Employment Committee will draw up a statement specifying:
 - (a) the duties of the Officer concerned; and
 - (b) any qualifications or qualities to be sought in the person to be appointed."
- 2.3 To assist Employment Committee members in addressing the above requirement, Job Description/Personal Specifications have been drafted for member consideration. The aim of the document is to hopefully meet the specific Constitutional requirements identified above.
- 2.4 Discussions have been held with the Authority's Monitoring Officer who has confirmed that this requirement can be discharged if the Committee confirms that the duties, qualifications, and qualities sought in the Chief Executive role, has been met within the Job Description/Person Specification, alternatively this Committee may choose to delegate this responsibility to officers.

Significant Implications

3. Financial Implications

- 3.1 The financial implications of proceeding with the recruitment to the new structure, which this request is part of, was covered at the October 2022 Combined Authority Board. In summary it assumed a saving of approximately £130,000 p.a., with recruitment costs of £60,000 to £70,000.

4. Legal Implications

- 4.1 The relevant parts of the Constitution relating to the appointment of chief officers are set out in the body of the report. Recruitment will take place in accordance with the Combined Authority's Human Resources policies.

5. Public Health Implications

5.1 Not applicable.

6. Environmental and Climate Change Implications

6.1 Not applicable.

7. Other Significant Implications

7.1 Not applicable.

8. Appendices

8.1 Appendix 1 – Chief Executive Officer Job Descriptions/Person Specifications

9. Background Papers

9.1 [CPCA Board Oct 2022](#)