



Process for the Appointment of a Permanent Chief Executive

To:	Employment Committee
Meeting Date:	27 January 2021
Public report:	Yes
Lead Member:	Mayor James Palmer
From:	Martin Jaynes, Human Resources Manager Robert Parkin, Monitoring Officer
Key decision:	No
Forward Plan ref:	Not applicable
Recommendations:	<p>The Employment Committee is recommended to:</p> <ul style="list-style-type: none">a) Approve and/or modify the Job Description for the Chief Executive role at Appendix 1 and approve the salary scale at paragraph 2.9 of the reportb) Note the role of the Committee in the recruitment process as set out in paragraph 2.5 of the report.c) To grant the Human Resources Manager delegated authority to make the arrangements for the advertisement of the post.d) To grant the Human Resources Manager delegated authority, in consultation with the Mayor, to shortlist candidates for the role.e) To grant the Human Resources Manager delegated authority, in consultation with the Mayor, to vary the indicative timetable at paragraph 2.10 of the report should the Mayoral election in May be postponed due to the Covid-19 pandemic.f) To invite the Combined Authority Board to extend the appointment of John Hill and Kim Sawyer as Joint Chief Executive of the Combined Authority until 31 October 2021 or until any permanent Chief Executive commences their duties, whichever occurs first, subject to the consent of East Cambridgeshire District Council, as the employer of John Hill.

Voting arrangements: A simple majority of all Members

1. Purpose

- 1.1 This report advises the Committee on its role in the process for the appointment of a permanent Chief Executive, as set out in the Officer Employment Procedure Rules, and invites the Committee to approve and/or modify the proposed Job Description and approve the salary scale for the role.

2. Background

- 2.1 At its annual meeting on 29 May 2019 the Combined Authority Board resolved to

- a) Approve the appointment of John Hill and Kim Sawyer as Joint Chief Executive of the CPCA with immediate effect; and*
- b) Review these arrangements by 31 May 2021*

- 2.2 This followed a previous decision by the Combined Authority Board at its meeting on 27 March 2019 to extend the existing appointment of the interim Chief Executives until the annual meeting after an unsuccessful recruitment process for a permanent Chief Executive.

- 2.3 The Officer Employment Procedure Rules in the Combined Authority's Constitution include the following on the recruitment of senior officers:

Where the Combined Authority proposes to appoint a Head of Paid Service (Chief Executive), Monitoring Officer, an officer with the responsibilities set out in Section 73(1) of the Local Government Act 1985 (Chief Finance Officer) or Chief Officer 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.*

Where it is not proposed that the appointment be made exclusively from among the Combined Authority's existing officers the Committee will make arrangements for:

- (c) the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and*
- (d) for a copy of the statement referred to above to be sent to any person on request*

Where a post has been advertised in accordance with paragraph (c) above the Committee will:

- (e) interview all qualified applicants for the post, or select a short list of such qualified applicants and interview those included on the short list.*

Where no qualified person has applied the Committee will:

(f) make further arrangements for advertisement in accordance with paragraph (c) above.

2.4 The Officer Employment Procedure Rules also provide that:

The Combined Authority Board will approve the appointment of the Head of Paid Service (Chief Executive), the Monitoring Officer and the officer with the responsibilities set out in section 73(1) of the Local Government Act 1985 (Chief Finance Officer) (“the statutory officers”) following the recommendation of the Committee.

And

All decisions on the appointment of Chief Officers, or decisions on recommendations to the Combined Authority Board on the appointment of statutory officers, made by the Committee shall be decided by a majority of voting Members, subject to that majority including the vote of the Mayor, or the Deputy Mayor acting in place of the Mayor.

2.5 The Employment Committee’s roles in the appointment of a new permanent Chief Executive will therefore be:

- Approval of Job Description / Person Specification and salary scale.
- Approval of arrangements for advertising the post [see below].
- Shortlisting and final interview of candidates
- Recommendation to the Combined Authority Board on the appointment of a permanent Chief Executive

It is recommended that delegated authority be granted to the Human Resources Manager to make the arrangements for the advertisement of the post and for the shortlisting of candidates, and for the latter delegation to be in consultation with the Mayor.

As a result of the appointment process it will be necessary to have an interim Chief Executive in place to cover the period before the arrival of the successful candidate. Candidates may be subject to lengthy notice periods with their current employers which would have to be served before they were able to commence a role with the Combined Authority. The current Joint Chief Executives have agreed to provide that cover if asked to do so, subject to the consent of East Cambridgeshire District Council as the employer of John Hill.

It is therefore recommended that the Combined Authority Board be invited to extend the appointment of John Hill and Kim Sawyer as Joint Chief Executive of the Combined Authority until 31 October 2021 or until any permanent Chief Executive commences their duties, whichever occurs first, subject to the consent of East Cambridgeshire District Council.

2.6 In his letter of 13 July 2020 to the Mayor, the then Minister for Regional Growth and Local Government said:

As we discussed, your current co-Chief Executive arrangements end in May 2021

and we agreed that it is essential that you and the Combined Authority ensure that a full, open and transparent appointment process is run to recruit a new, permanent Chief Executive. The expectation is that this should result in a shortlist of exceptional candidates to be prepared in time for an appointment to be made in May after the mayoral election.

Polling day for the Mayoral election is 6 May 2021 and the deadline proposed in the letter for completion of the appointment process is 31 May 2021. This would leave a very short time during May 2021 for the completion of shortlisting, final interviews and the holding of a meeting of the Combined Authority Board to make the appointment. Officers will continue to liaise with Government to manage any implications for the process.

- 2.7 There has also been some speculation as to whether Mayoral elections, along with other local government elections listed for May 2021, will be postponed due to the current situation with the Covid-19 pandemic. Ministers have advised Parliament that legislation requires the elections to proceed in May but that the situation is being kept under review. Given that the government wishes the recruitment to take place after the election, any postponement of the election would require the timing of the recruitment to be reviewed. It is therefore recommended that the Human Resources Manager should be given delegated authority, in consultation with the Mayor, to vary the indicative timetable at paragraph 2.10 in the event that the May elections are postponed due to the Covid-19 pandemic.
- 2.8 At Appendix 1 there is a proposed Job Description for the permanent Chief Executive role. This is recommended for approval by the Committee subject to any modification required by the Committee. The recruitment process would allow for applications from candidates who wished to perform the role on a job share basis.
- 2.9 The proposed salary scale for the permanent Chief Executive role is Hay Grade 1 point 1 to 5, with the grade point for the per annum salary to be set according to the qualifications and experience of the successful candidate.

1	2	3	4	5
£166,846.42pa	£175,188.89pa	£185,384.32pa	£194,654.33pa	£203,923.28pa

- 2.10 The indicative timetable for the recruitment process is:

Task / Event	Person / Body Responsible	Date / Deadline
Publication of advertisement with a deadline for response of 30 April 2021	HR Manager	End March 2021
Mayoral Election	Combined Authority Returning Officer	6 May 2021 [see paragraph 2.7 above]
Long-listing of candidates	HR Manager	Mid-May 2021
Short-listing of candidates and approval of arrangements for an	HR Manager	End May / Beginning June 2021

Assessment Centre		
Interviewing of short-listed candidates and recommendation to Combined Authority Board	Employment Committee	June 2021
Appointment of Successful Candidate	Combined Authority Board	June 2021

3. Financial Implications

- 3.1 The anticipated cost of the recruitment process for a permanent Chief Executive is £40,000 and this sum is included in the draft budget for 2021/22 which is being presented to the Combined Authority Board for approval at its meeting on 27 January 2021.
- 3.2 Expenditure on the recruitment incurred during the 2020/21 financial year will be met from the change management reserve.

4. Legal Implications

- 4.1 The relevant parts of the Constitution relating to the appointment of statutory officers are set out in the body of the report. Recruitment will take place in accordance with the Combined Authority's Human Resources policies.
- 4.2 Section 4 of the Local Government and Housing Act 1989 requires the Combined Authority to designate one of its officers as the Head of Paid Service. The Combined Authority must therefore have a Head of Paid Service designated at all times.

5. Appendices

- 5.1 Appendix 1 – Proposed Job Description for the Chief Executive role

6. Background Papers

- 6.1 Combined Authority Constitution at [Constitution](#)