

## Report to COUNCIL

# Recruitment to the post of Chief Executive and Head of Paid Service

**Officer Contact:** Lewis Greenwood, Assistant Director Policy, Performance and Corporate Leadership

**Report Author:** Lewis Greenwood, Assistant Director Policy, Performance and Corporate Leadership

**12 July 2023**

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## Reason for Decision

Members will be aware that at the meeting of Annual Council held on 24 May 2023, the Leader Elect delivered a communication to the Chamber confirming that she had received early notification from the Chief Executive that he is set to retire at the end of December 2023.

Since Annual Council, the Appointments Committee has met to consider the recruitment approach to be taken and the remuneration for the post. This paper sets out recommendations from the Appointments Committee for Full Council consideration.

## Recommendations

The Appointments Committee recommends that Council:

1. Approves the Council undertakes an external recruitment exercise for the post of Chief Executive and Head of Paid Service;
2. In accordance with the Pay Policy Statement approves the remuneration for the post be £165-180k;

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3. Notes that the post incorporates the responsibility for the roles of:

- Returning Officer for Local Elections and for the Combined Authority Mayoral Election
- Returning Officer for any Parliamentary Elections, for which is subject to a separate payment as determined by central government and the role of Electoral Registration Officer

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## **1.0 Background**

- 1.0 Members will be aware that at the meeting of Annual Council held on 24 May 2023, the Leader Elect delivered a communication to the Chamber confirming that she had received early notification from Harry Catherall, Chief Executive and Head of Paid Service that he is set to retire at the end of December 2023. At this meeting, Members were also updated that recruitment to the post of Chief Executive and Head of Paid Service would commence imminently. The Appointments Committee have now met and this paper sets out two recommendations for consideration by Full Council.
- 1.2 It is a statutory requirement for the Local Authority to appoint a Head of Paid Service. In addition, it is important that any candidate appointed to the role delivers on the Council's corporate ambitions as set out in the Corporate Plan and delivery of the Administration priorities and drives forward transformation programme of the Council through a resident focused approach. To ensure Oldham successfully recruits to the post, this paper sets out a recommendation from the Appointments Committee that the Council undertakes an external recruitment process to the post of Chief Executive and Head of Paid Service.
- 1.3 The Appointments Committee also considered the remuneration for the post following a benchmarking exercise that had been completed. The current salary for the post is a spot salary at £164k and is subject to national Chief Executive pay award. A benchmarking exercise for similar roles in reasonable proximity and similar sized organisations to Oldham has been undertaken. As a result of this exercise the Appointments Committee are recommending a salary band of £165k-180k for the post be introduced.
- 1.4 If approved, Full Council is asked to note that recruitment to the post will commence imminently by way of a full external recruitment process.

## **2.0 Consultation**

- 2.1 As appropriate, the Council's policy and procedures will be followed.

## **3.0 Financial Implications**

- 3.1 The salary for the post of Chief Executive and Head of Paid Service is included in the budget available for the Senior Management Team of the Council.

Anne Ryans, Director of Finance

## **4.0 Legal Implications**

- 4.1 Full Council are asked to consider salary for the post of Chief Executive and Head of Paid Service. Full Council will also be asked to approve the appointment to the post.

Paul Entwistle, Director of Legal

## **5.0 Human Resources Implications**

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5.1 As appropriate, the relevant HR policy and procedures will be followed.

Shelley Kipling, Assistant Chief Executive

**6.0 Risk Assessments**

6.1 None

**7.0 IT Implications**

7.1 Not applicable

**8.0 Property Implications**

8.1 Not applicable

**9.0 Procurement Implications**

9.1 Not applicable

**10.0 Environmental and Health and Safety Implications**

10.1 Not applicable

**11.0 Community Cohesion and Crime Implications**

11.1 Not applicable

**12.0 Equality Impact Assessment Completed (EIA)**

12.1 Not applicable

**13.0 Key Decision**

13.1 No

**14.0 Forward Plan Reference**

14.1 Not applicable

**15.0 Background Papers**

15.1 None

**16.0 Appendices**

16.1 None

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