

Report to Council

19th December 2017

By Councillor Ray Dawe, Chairman of the Employment Committee

DECISION REQUIRED

Not Exempt



**Horsham
District
Council**

Appointment of the Permanent Chief Executive & Head of Paid Service/ Returning Officer & Electoral Registration Officer

Executive Summary

The purpose of this report is to seek approval for the appointment of the Horsham District Council Chief Executive and to appoint the statutory duty positions of Head of Paid Service, a Returning Officer and an Electoral Registration Officer for the District.

Recommendations

Council is recommended to:

- i) note the Employment Committee nomination of Glen Chipp as the new Chief Executive;
- ii) agree the appointment of Glen Chipp to the position of Chief Executive of Horsham District Council with effect from 10 April 2018, at a salary of £112,500 p.a.;
- iii) agree the designation of Glen Chipp as Head of Paid Service of Horsham District Council under Section 4 of the Local Government and Housing Act 1989, with effect from 10 April 2018;
- iv) appoint Glen Chipp as the Returning Officer and the Electoral Registration Officer for Horsham District, with effect from 10 April 2018.

Reasons for Recommendations

- i) To comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.
- ii) To comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer, and Electoral Registration Officer.

Background Papers: None

Wards affected: All.

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Background Information

1 Introduction and Background

- 1.1 Following the announcement that the current Chief Executive Tom Crowley would retire on 9 April 2018, the Leader instructed that a recruitment process commence, in line with the process set out in the Constitution.

3 Details

- 3.1 The Employment Committee was established for the Chief Executive appointment and recruitment consultants Solace in Business were appointed to help manage the process.
- 3.2 Advertising started on 30 October 2017 internally and externally on relevant websites and in print.
- 3.3 A total of 25 applications were received for the position at the time of the application closing on 13 November 2017, of which 9 were longlisted for technical interview by a Solace Assessor, of which 5 candidates were shortlisted subsequently, of which one withdrew. Employment Committee members received assessment reports of the candidates and advice from Solace in Business throughout this process.
- 3.4 The shortlisted candidates carried out a range of psychometric tests on-line and attended an assessment centre on 11 December 2017, which involved verbal and numerical reasoning tests, Fact Find exercise, In-tray exercise and 1-1 meetings with the Leader, CEO and 3-1 with directors. The following day candidates gave a presentation to Councillors and Officers (all Councillors, Directors and Heads of Service were invited) who provided feedback via a questionnaire.
- 3.5 Following the presentations on 12 December 2017, the Employment Committee met for the final interviews with the four candidates and to receive an Assessment Centre Report briefing and presentation feedback from the Solace consultant.
- 3.6 The Employment Committee, in deciding upon its preferred candidate, considered the Assessment Centre Report and feedback from the Solace consultant and agreed unanimously to nominate Glen Chipp as the new Chief Executive. The minutes of the Committee are attached as Appendix 1.
- 3.7 Following the Committee reaching its decision, the Members of the Cabinet who were not on the Employment Committee were informed of the decision in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, which requires that the Cabinet be given the opportunity to raise an objection to the appointment. No objections were received.
- 3.8 A summary of Glenn Chipp's career history is attached as Appendix 2.

4 Details of the Employment and Implications

- 4.1 Under the statutory guidance in Section 40 of the Localism Act 2011, elected Members are to be given an opportunity to vote on salary packages upon appointments of a threshold of £100,000 or above. The proposed salary package is

above this level and is in line with the Council's Pay Policy Statement for 2017/2018, which the Full Council agreed in September 2017.

- 4.2 The Council is required to comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.
- 4.3 The Council is also required to comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer and Electoral Registration Officer.
- 4.4 The process followed for the appointment has been in line with the Council Constitution.
- 4.5 A conditional offer of employment was made to the candidate and accepted and the pre-employment checks are in the process of being completed in line with usual Council policy.