

County Council
Wednesday 15 June 2022
12.00 pm Oake Manor Golf Club, Oake,
Somerset, TA4 1BA



SUPPLEMENT TO THE AGENDA

To: The Members of the County Council

Please now find enclosed the following report to be considered at agenda item 4 at the meeting:-

Report of the Appointments Panel - Chief Executive recruitment process and Terms & Conditions
(pages

Item 4	<p>Report of the Appointments Panel - Chief Executive recruitment process and Terms & Conditions (Pages 3 - 22)</p> <p>To consider a report with recommendations from the Appointments Panel regarding the recruitment process for the Chief Executive and the proposed terms and conditions for the role.</p> <p>The Appointments Panel met on 6 June 2022 and therefore its report is marked to follow after the publication of this agenda. It will be circulated and published as soon as it is available and prior to the meeting.</p>
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Published on 10 June 2022

Democratic Services, A Block, County Hall, Taunton, TA1 4DY

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Process to appoint a permanent Chief Executive to Somerset Council

Lead Member: Cllr Bill Revans

Division and Local Member: n/a

Lead Officer: Chris Squire – Director of Customers, Digital & Workforce

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1. Summary

- 1.1.** On 18 March 2022 the Secretary of State made the Somerset (Structural Changes) Order 2022 (SCO). The SCO formalises the decision to implement local government reorganisation in Somerset and sets out the legal framework for implementation. As a result Somerset County Council (the Council) is required to carry out a recruitment process to appoint a Chief Executive for the new council.

Following a presentation to council leaders in February 2022, a process was started to appoint external recruitment consultants to assist in designing and implementing the recruitment of a permanent Chief Executive. Faerfield were appointed following a competitive procurement process.

- 1.2.** Council Leaders endorsed the commencement of the recruitment campaign prior to the elections in May. This was to meet the ambition of concluding the appointment process in July 2022 to meet the Local Government Reorganisation Implementation Plan agreed milestone and to lead the Council's transition to the new Somerset Council.
- 1.3.** Following the May elections, the Council's Appointments Panel has been established reflecting the new political administration. The Leaders of all four district councils are working with the Panel as consultees to the process.

The role of the Appointments Panel is to:

- review the terms and conditions of employment relating to the post and where appropriate make recommendations to for any changes to the Council;
- decide the appointments process or other course of action; and
- appoint the Appointments Committee to undertake the appointments process.

- 1.4.** The meeting of the Appointments Panel on 6th June and 9th June 2022 agreed by a majority of the three members the final recommendations to be made to the Council, for changes to the terms & conditions of employment for the Chief Executive role. This process is in accordance with the Council's Constitution (para 7.1.7): "If the Panel's recommendations for changes to terms and conditions relate to the post of Chief Executive then Full Council must agree these changes."

- 1.5. The Appointments Panel have appointed an Appointments Committee comprising Cllr Revans (Leader of the Council), Cllr Leyshon (Deputy Leader) and Cllr Fothergill (Opposition Leader) along with the leaders of the four district councils again as consultees.

Once the selection process has been completed, the Appointments Committee will recommend a candidate for appointment to the post of the Chief Executive to the Council. This is scheduled for the County Council meeting in July.

- 1.6. The Appointments Panel is recommending that the Council agrees the proposed role description, terms and conditions and salary for the post of Chief Executive. Following comprehensive benchmarking with other and similar organisations, including recent recruitment campaigns, pay policy statements, market intelligence, advice from the recruitment consultant as well as developments in other sectors (for example, recent NHS appointments' processes), the Appointments Panel recommends that the Council approves a salary range of £190,000 - £230,000 for post of Chief Executive.
- 1.7. The Appointments Panel considered an alternative proposal, which would be to advertise a lower salary range for the position and Council approval would then be sought at its July meeting, should the negotiations with a preferred candidate necessitate a higher salary. This proposal did not receive majority support and therefore is presented as a minority recommendation.
- 1.8. The appointment will be to Somerset County Council, as Chief Executive, and Designate Chief Executive to Somerset Council. The role will therefore continue as Chief Executive of Somerset Council, from 1st April 2023.

2. Recommendations

- 2.1. That the Council approves the Appointments Panel's recommendations relating to the role description (set out in Appendix 1), the terms and conditions (set out in Appendix 4) and to set a salary range of £190,000 - £230,000, to support the process to recruit a Chief Executive to Somerset County Council and the designate Chief Executive to Somerset Council.
- 2.2. That the Council approves the Appointments Panel's recommendation to remove the requirement for a probationary period for this post, recognising that the nature of the role will entail ongoing review of performance.

3. Background

- 3.1. There is a legal requirement to recruit a 'Head of Paid Service' for the new single-tier authority through open competition. This has to be done in accordance with Schedule 1 of the Local Authorities (Standing Orders) Regulations 1993 (which includes drawing up a job description, advertising the role and interviewing all qualified applicants for the post).
- 3.2. Appointment to the Head of Paid Service post must be conducted in accordance with

the Council's constitution.

4. Consultations undertaken

- 4.1.** Consultation has taken place with the Appointments Panel, the leaders of all five councils and senior officers have been kept informed of the process.

5. Implications

- 5.1.** The Local Government Structural and Boundary Changes) (Staffing) Regulations 2008 and associated guidance require that the Head of Paid Services post for the new Council must be advertised openly.
- 5.2.** The increase in salary for the chief executive will have financial implications, of between £30,000 and £80,000 (including on-costs). These will be offset in the context of senior manager restructuring for the new council and a reduction in the number of posts, as described in the One Somerset Business Case. It is anticipated that the reduction in Chief Executive posts across the five Somerset Councils will present a net saving of approximately £500,000
- 5.3.** The position of Chief Executive for Somerset Council is a crucial appointment. As such, it will require an individual with sufficient experience, ambition and gravitas to help determine and support the development of the new unitary council.
- 5.4.** A salary range is presented to reflect the different backgrounds and levels of experience of the candidates. Grades and salary structures for all levels are being examined as part of the unitary process; any work that impacts on the Chief Executive and senior leadership team in the future will follow processes as set out in the constitution.
- 5.5.** There are no legal implications as part of this proposal
- 5.6.** Recruitment will be in line with Somerset County Council's policy and safer recruitment standards. The Appointments Committee will receive training in advance of the interview process.

6. Background papers

- 6.1.** Appendix 1 - Job Description and Person Specification
- 6.2.** Appendix 2 – Comparative pay data
- 6.3.** Appendix 3 – Chief Executive Recruitment 2020-22
- 6.4.** Appendix 4 – Other & Current Terms and Conditions for Chief Executive for information

Note: Please note Appendix 1 to 4 included below in this report.

For sight of individual background papers please contact the report author

Process to appoint a permanent Chief Executive to Somerset Council

1. Introduction

This paper proposes the terms & conditions of employment and continued process to recruit a chief executive to Somerset Council. Whilst there are specific legal and constitutional requirements attached to this process, we should continue to follow principles of working together. It is essential that there is broad agreement to the process and that, whilst the minimum requirements of the relevant constitution must be adhered to, arrangements are made for engagement and involvement across the five Somerset councils.

2. Legal Requirements

The merger of one or more organisations into another will result in the transfer of staff under relevant TUPE legislation. In the case of local government reorganisation, this is confirmed in Regulation 3 of the Local Government (Structural and Boundary Changes) (Staffing) Regulations 2008. The only caveat in respect of this relates to the position of the Head of Paid Service (aka Chief Executive):

- There is a requirement to recruit a 'Head of Paid Service' for the new single-tier authority through open competition. This must be done in accordance with Schedule 1 of the Local Authorities (Standing Orders) Regulations 1993 (as amended by the 2008 Regulations) (which includes drawing up a job description, advertising the role and interviewing all qualified applicants for the post).
- The appointment of a 'Head of Paid Service' may take effect before the reorganisation date. In this case, the appointment will be to the continuing authority but the post-holder will become Chief Executive of the new council on the reorganisation date.
- During the period from 18 March until 9 May 2022 the Implementation Executive (as established by the SCO) was responsible for the functions of advertising, recruiting and appointing the Head of Paid Service. On 10 March 2022 these functions became the responsibility of the Council.
- The requirement to recruit a Head of Paid Service through open competition does not preclude suitably qualified members of the existing officer cadre from applying or being selected for the post, following open competition.
- The Government has produced guidance on staffing issues arising from Local Government Restructuring - [Staffing Issues Guidance080605.pdf \(lgpsregs.org\)](#)

3. Constitutional Requirements

Appointment to the Head of Paid Service post must be conducted in accordance with relevant constitutional requirements. This will need to follow the requirements set out in the constitution of the continuing authority, in the absence of alternative provisions for the new council. In this case, this will mean using Somerset County Council's Constitution.

The requirements for appointing to the post of Chief Executive are as follows:

3.1. Appointments Panel

The consequence of this is that as part of the process, a proposal to appoint a Chief Executive will need to be put before an appointments' panel. The panel will consist of the Leader, the Opposition Leader and the Deputy Leader of the Council (or their nominated

representatives) plus any relevant Cabinet members as consultees. The Panel may wish to consider representation from district councils, as consultees.

The role of the Panel is to review the terms and conditions of employment relating to a post and where changes are required, make appropriate recommendations to the Council, decide on the process and to appoint the Appointments Committee to undertake the appointments' process.

The Constitution does specify that any changes to terms & conditions for the appointment will need to be agreed by the Council. There is no set salary range for the role of Chief Executive at Somerset County Council and it is therefore proposed that a salary is presented to the Council for agreement (see section 7).

3.2.Appointments' Committee

The Appointments' Panel agrees the process to appoint to the role and appoints the Appointments' Committee. The Appointments Committee comprises up to 5 members: The Leader of the Council (or their nominated representative), the leader of the largest opposition group (or their nominated representative), and up to 3 other members of the Council selected in accordance with the rules of political proportionality and including the relevant Cabinet Member.

The role of the Appointments' Committee is to 'run' the process. This will include agreeing the shortlist for the role, interviewing and then making a recommendation for appointment to the Council. This must be done before an offer of employment is made.

3.3.Proposals on how to broaden engagement and involvement

The following is proposed:

- 3.3.1. The Appointments' Panel comprises the Leader, Deputy Leader, Opposition Leader for Somerset County Council. Leaders of the district councils (or their deputies) are included as consultees.
- 3.3.2. The Appointments' Committee includes the Leader, Deputy Leader, Leader of the Opposition at Somerset County Council. The Leaders of the district councils are included as consultees
- 3.3.3. Representatives of local stakeholders (including staff from all 5 authorities, partner organisations in the business, public and third sectors, young people and those representing carers and the cared-for) will be participating in stakeholder interviews as a part of the selection process.

4. Timeline

The following shows the suggested timeline, to reflect an ambition to appoint to the Chief Executive post in July 2022:

Services	Date
Joint Committee briefing on the process	February 2022
Appointments Panel set-up	February 2022
Procurement process to engage a recruitment company	February/March 2022
Search and advertising commenced	28th April 2022
Appointments Panel – approval of salary, job description & process	6 th June 2022
Closing date	9th June 2022

Sift Report and Recommendations sent to the Committee	14 th June 2022
Extraordinary Meeting of the Council	15 th June 2022
Longlist meeting	17 th June 2022
Preliminary/Technical Interviews:	22 nd - 23 rd June 2022
Shortlist meeting:	1 st July 2022
Executive Profiling/Psychometrics/Due diligence/ Conversations with referees	w/c 04 July
Assessment Centre	w/c 11 July
Final Interviews	w/c 11 July
Appointment Committee's Recommendation of the successful candidate to the Council.	20 July

5. Proposed Selection Process

An example process includes the following elements:

- Written application including supporting statement and CV.
- Initial interview with recruitment company.
- Technical Interview.
- Psychometric assessments.
- Interview with members' panel.
- Interview with representatives from senior leadership teams.
- Interview with/presentation to other elected members.
- Question & Answers with staff (selected from each organisation)
- Presentation to stakeholder panels, to include partner organisations and residents' groups. The Appointments Panel may also wish to engage a Young People's panel.

6. Job Description

The proposed Job Description and Person Specification are shown in Appendix 1. These have been created using a LGA 'model' template, whilst also incorporating current and future priorities. The Specification includes the Somerset People Attributes, which are used for recruitment and development purposes.

7. Terms & Conditions of Service

7.1. At their meeting in February, the Leaders of the five Somerset councils received market information regarding salary range. This was based on the pay policy statements and other published data from comparable councils and recent adverts for chief executive posts.

7.2. There is pressure on salary levels and some councils are now paying more than the range discussed earlier in the year. This follows recent high-profile appointments processes in local authorities as well as recruitment to Chief Executive posts in Integrated Care Systems.

Analysis of the pay data in this report suggests that if the new Council is to be competitive in the market and attract candidates of the appropriate quality and experience, then the salary for the chief executive post should be pitched somewhere between £190k - £230k.

If further changes to the proposed salary are deemed to be required during the recruitment process these will be proposed to the Council at the same time as the recommendation to appoint.

7.3. The opportunity to be the first Chief Executive for Somerset Council will be attractive to many. The available pool of candidates will be influenced by decisions regarding salary as well as the level of experience and range of skills considered essential to the role.

A list of salary comparisons is shown in appendix 2

7.4. There has been a lot of recruitment activity for chief executives, over the past 2-years. A list of recruiting organisations (source: Municipal Journal) is shown in Appendix 3. This activity continues in 2022, for example a number of London boroughs have been recruiting recently. It should be noted that we are running this process slightly ahead of North Yorkshire and East & West Cumbria (which councils are also subject to reorganisation in April 2023).

7.5. The Appointments Panel believes that the use of a probationary period is unnecessary for this post, given the nature of the working relationship between the Chief Executive, the Executive and Council. Qualification for statutory employment rights is based on length of service. Performance processes for the post of Head of Paid Service are set out in the Constitution and relevant policies.

7.6. Additional terms & conditions for the appointment are presented in Appendix 4

8. Conclusion

All councils are faced with the challenge of recruiting and retaining senior staff in what is a relatively small pool of appropriately qualified and experienced individuals. Analysis of the recruitment market for local authority chief executives over the past 2 years shows that there has been considerable activity, which in turn has driven salaries upwards. Other influences on chief executive pay, including ICS recruitment, have also put pressure on salary levels.

The Chief Executive of Somerset Council will have the responsibility of bringing together five organisations and their services into the second largest unitary authority in the country. The pay data presented in this report suggests that if the new council is to be competitive in the market and attract candidates of the appropriate quality and experience, the salary for the chief executive post should be pitched within the range of £190,000 – £230,000.

Individuals are, of course, attracted by financial and non-financial rewards. The attraction of Somerset as a place to live and work together with the challenge of leading a new organisation should provide the Council with a strong shortlist of candidates for this critical post.

Chris Squire, Director of Customers, Digital & Workforce, Somerset County Council

June 2022

Somerset Council Chief Executive

Role purpose

The Chief Executive will provide outstanding strategic and organisational leadership to shape, embed, and grow the new authority, building its capability, establishing its brand, enhancing its reputation and delivering its objectives to improve the lives of Somerset residents.

The Chief Executive will work with Officers and elected Members to provide effective leadership, vision and strategic direction to ensure the new Council is appropriately structured and managed and that its resources are directed to deliver corporate priorities and objectives.

Key Responsibilities

- Act as a lead ambassador and advocate for the Council, representing and promoting it at a local, regional and national level in order to raise the profile of Somerset and influence national policy making.
- Exerting influence at the most senior levels across an extensive range of government departments, public bodies, and suppliers – establishing credibility and building the Council's business and reputation.
- Work in partnership with elected members, to build the vision for the Council. Deliver effective policies, strategies and allocation of resources to meet the Council's vision, values and objectives.
- Build and lead a highly competent, delivery-focused Strategic Leadership team, ensuring high levels of performance and inclusive leadership behaviours.
- Chair and develop the Senior Leadership Team and develop broader organisational capability, ensuring resources within the organisation are appropriately targeted and managed.
- Lead the Strategic Leadership team with a clear identity in terms of its flexible and responsive ways of working, inclusive and diverse culture, and high levels of employee engagement.
- Be accountable for the effective strategic direction and performance of the workforce.
- Champion organisational and cultural change successfully, enriching the development of the workforce to maximise engagement and productivity.
- Demonstrate and lead a commitment to a customer-focused and innovative organisational culture, taking controlled risks to achieve greater success and to maintain an environment where employees are inspired and motivated to give their best.
- Value the diversity of Somerset's communities, ensuring equality of access and treatment in service delivery and employment.
- Develop a culture of continuous improvement that encourages creativity and innovation to ensure services are effective, efficient and responsive to local circumstances and meet best value principles, and that departments are rigorous

about service quality, apply standards fairly and consistently, and have robust mechanisms to monitor the impact of service delivery.

- Maximise the resources available to the Council by leveraging the funds required for the organisation to meet its short and longer-term objectives.
- Maintain effective corporate governance, financial, performance, risk and assurance systems and processes.
- Demonstrate a commercial focus, which delivers the provision of essential services through a model that reduces cost and creates income generation opportunities.
- Exerting influence at the most senior levels across an extensive range of government departments, public bodies, and suppliers – establishing credibility and building the Council's business and reputation.
- Take a collaborative approach to understand, develop and manage complex partnerships involving other public sector agencies, business and community and voluntary groups in order to advance the development of Somerset and improve the quality of life for its residents.
- Ensure that there is a choice of services available to residents that address wider needs within the local area; incorporating digital technology and modernisation opportunities.
- Establish effective communications and reporting protocols with all Statutory Officers and respond appropriately to recommendations made by Statutory Officers
- Undertake statutory duties as Head of Paid Service and exercise the authorities delegated to the role of Chief Executive according to the Council's Constitution. Be accountable for organisational performance and the deployment of resources and act as Returning Officer for the Council.

Knowledge / skills / experience

- Relevant degree or professional qualification required, or relevant professional experience
- Evidence of work related continuing managerial and professional development
- Substantial experience of leading a complex and diverse organisation within a political environment
- Successful track record in corporate management and delivery of corporate objectives, policies and strategies within a large multi-disciplined organisation
- Experience of positively promoting and leading large scale and complex transformation programmes involving structural and cultural change
- Significant experience of successfully working with elected members & officers on complex issues and understanding of democratic arrangements, effective governance and scrutiny.
- Prior experience developing and successfully implementing strategic policies
- Demonstrable experience of developing a high-performance, cost-effective culture for an organisation, which delivers outstanding outcomes, through a variety of mechanisms, including structure, working methods, rewards, contracts etc.
- Understanding of the social, economic and technical challenges and opportunities within Somerset.
- Successful track record in building and maintaining strong & effective relationships with key partners, including NHS, Police, VCSE, national government, private

sector.

- Detailed knowledge and understanding of the statutory, policy, strategic, and service delivery framework in which local government operates, and the major issues facing local government.

Dimensions of role

- Leadership and management of approximately 8,250 FTE including c. 3,600 in schools
- Responsible for an annual net revenue budget of approximately £500m plus £200m capital programme. Gross revenue budget of c. £1.1bn.
- Population of Somerset - 562,000
- 110 elected members

Somerset Attributes

The Somerset People Attributes is a competency framework, which helps to define and set the levels of behaviour and leadership expected by employees at all levels. Used correctly and sympathetically, based on individual and team strengths, they help improve culture and practices across the organisation including disciplines such as recruitment, career development (at individual and team level), accountability and ultimately service outcomes. Level 4 reflects the standards expected of (and by) the most senior roles in the organisation.

Overall heading	Descriptor	Level 4
Self-Belief	Displaying confidence that you will succeed, and you can overcome obstacles to achieve the best for our residents.	Takes on challenges that others may back away from. Challenges the status quo but will be able to provide evidence that the action will achieve service improvement.
Self-Awareness and Self-Management	Knowing your own strengths and limitations. Understanding your own emotions and the impact of your behaviour on others. Being able to manage your own emotions and show resilience in a range of situations.	Seeks support to resolve own limitations, for example coaching or using your networks. Understands areas for personal development and does something about it.
Drive for Improvement	Is motivated to improve practice and service performance to make a real difference.	Actively works with partners to design, monitor and influence the future direction of services. Has a positive influence across the system.
Personal Integrity and Role Modelling	Creating a positive environment by demonstrating a sense of commitment to openness, honesty, and high standards. Involves the team in celebrating success.	Creates a culture of openness and professional curiosity embracing research and exploration of different cultures concepts and ideas. Is visibly positive in their approach. Promotes and shares the success of the team at all levels.

Overall heading	Descriptor	Level 4
Seizing the future	Being prepared to take action now to shape and implement a vision for the future development of services. Taking the time to gather information from a wide range of sources.	Sees opportunities and links that others may struggle to see; acts on these positively with the team. Generates, tests and implements a range of innovative approaches. Understands the broader trends in improvement and service delivery. Think and acts with long term perspective.
Intellectual flexibility	Embracing and managing ambiguity and complexity. Being open to creativity when leading and developing services.	Constantly looks for new ideas and ways of improving services, considering different opinions and challenging self. Can convey thinking clearly in different settings.
Understanding the business	Showing an ability to understand the nature of our business. Recognises the diverse interests that we work with and the dynamics between them, to lead Council services more effectively.	Understands the underlying social, political and historical factors that shape local and national realities. Uses this understanding to get things done. Knows who the key influencers are and how to go about involving them to shape and deliver change.
Drive for results	Displaying a strong commitment to making service performance improvements and a determination to achieve positive outcomes.	Aligns resources to achieve goals influencing others to obtain additional resources if required. Addresses poor performance and removes obstacles. Critically reflects on outcomes to further improve. Creates a culture that celebrates successes openly.
Leading change through people	Communicating the vision and reasons for change. Engaging and facilitating others to work collaboratively	Communicates the vision and brings it alive. Gives people a sense that change is achievable and that their contribution matters. Explains the rationale for changes and key service priorities. Creates momentum and excitement about what needs to be done. Uses a range of approaches to ensure that all staff can help to bring about positive change.

Overall heading	Descriptor	Level 4
Holding to account	Holds self and others to account for agreed targets & budgets and is accountable for delivering a high level of service.	Sets plans and strategies, following consultation and involvement from others. Able to lead and delegate where appropriate, holding self and others to account. Seeks resolution through partnership working.
Empowering others	Allows others to contribute and shares leadership. Nurtures capability and long-term development.	Coaches others, challenging and asking questions to help them work out the answers for themselves. Provides space for others to be creative and to take risks so that they can develop their own skills and approaches. Develops constructive relationships with colleagues, customers and stakeholders, which focus on their true involvement in service decision-making.
Working effectively with others	Demonstrating commitment to working and engaging constructively with internal and external stakeholders.	Takes a leadership role in partnership working and works across organisations to create the best outcomes. Is an ambassador for Somerset Council.

Appendix 2 – Salary Comparisons

From recent adverts

Role	Organisations	Salary
Chief Executive	Southwark Borough Council	£217k
Chief Executive	Somerset Integrated Care Board	£197k
Chief Executive	Haringey	£188k-£213k
Chief Executive	Government of Jersey	£225k
Chief Executive	Kensington & Chelsea	£220k

Other Data Sources (Websites, Town Hall Rich List)

Council	Maximum Salary	Date of data
Surrey	234,600	22 April 2022
Hampshire	231,115	22 April 2022
Liverpool	230,571	22 April 2022
Lancashire	222,126	22 April 2022
Gloucestershire	219,783	01 January 2021
Buckinghamshire	210,000	30 May 2022
Leicestershire	209,000	22 April 2022
Manchester	208,457	22 April 2022
Kent	207,884	22 April 2022
Staffordshire	203,375	22 April 2022
County Durham	201,742	01 April 2021
Essex	196,950	22 April 2022
Coventry	196,289	01 April 2021
Portsmouth	192,359	22 April 2022
Warwickshire	190,808	22 April 2022
Bournemouth, Christchurch and Poole	188,649	22 April 2022
Lincolnshire	187,077	22 April 2022
Walsall	187,077	22 April 2022
Nottinghamshire	185,386	22 April 2022
Cornwall	185,384	22 April 2022
Wiltshire	184,999	01 April 2022
North Yorkshire	184,365	22 April 2022
Hertfordshire	183,987	22 April 2022
Worcestershire	183,960	22 April 2022
Southampton	181,881	22 April 2022
West Northamptonshire	180,000	30 June 2021
North Northamptonshire	180,000	30 June 2021
Dorset	170,000	22 April 2022

Appendix 3 – Local Authority Chief Executive Recruitment 2020-2022

Information supplied by Municipal Journal, so may not include all recruitment campaigns

Chief Executives 2020

Prif Weithredwr/Chief Executive - Caerphilly County Borough Council
Chief Executive – Cheshire East
Chief Executive – Isles of Scilly
Chief Executive – Falkland Islands
Chief Executive – South Hams & West Devon
Prif Weithredwr/Chief Executive – Newport Council
Chief Officer - Cheshire & Merseyside Health & Care Partnership
Chief Executive - Social Care Institute for Excellence
Chief Executive – Children First Northamptonshire
Chief Executive – Scottish Improvement Service
Chief Executive – Ashford District Council
Chief Executive – Derby City Council
Chief Executive – Cambridge City Council
Chief Executive – Nottingham City
Chief Executive – St Leger Homes
Managing Director – NY Highways
Chief Executives – North & West Northamptonshire Councils
Chief Executive – Sheffield City Council
Chief Executive – Dacorum BC
Assistant Chief Executive – Rushmoor BC
Chief Executive – Shropshire Council
Chief Executive – Northamptonshire Children’s trust
Chief Executive – Cotswold DC
Chief Executive – Neath Port Talbot
Managing Director – Norwich City Services
Chief Executive – Central Bedfordshire
Chief Executive – Orkney Islands
Chief Executive – Basingstoke & Deane
Chief Executive – Swale BC
Chief Executive – Surrey Heath BC
Chief Executive – Salford City
Chief Executive – Cambridge City
Chief Executive – Sandwell Children’s Trust
Chief Executive – Scottish Borders Council
Chief Executive – Woking BC
Chief Executive – Oxford City
Chief Executive – Wakefield
Chief Executive – Herefordshire
Chief Executive – Liverpool City Region
Chief Executive – Royal Berkshire Fire & Rescue
Chief Executive – Pembrokeshire
Deputy Town Clerk & Chief Executive – City of London
Chief Executive – Torfaen

Chief Executives 2021

Chief Executive – Stoke-on-Trent & Staffordshire Enterprise Partnership
Chief Executive – Orkney Islands
Chief Executive – Torbay
Chief Executive – Transport for the North

Chief Executive – South Tyneside
Chief Executive – Tandridge
Chief Executive – Lichfield DC
Chief Executive – London Councils
Chief Executive – Croydon
Chief Executive – Merthyr Tydfil
Chief Executive – Cambridge & Peterborough Combined
Chief Executive – West Berkshire
Chief Executive – The Staff College
Chief Executive – Merton
Chief Executive – The Electoral Commission
Chief Executive – Cambridgeshire
Chief Executive – Peterborough
Chief Executive – NHS ICS's Integrated Care Board
Chief Executive – Newcastle
Chief Executive – Adur & Worthing
Chief Executive – Elmbridge
Chief Executive – Colchester
Chief Executive – Stockport
Chief Executive – Redbridge
Chief Executive – Arun
Chief Executive – Sandwell
Chief Executive – Southwark
Chief Executive – Horsham
Chief Executive – Eastleigh
Deputy Town Clerk – Chief Executive – City of London
Chief Executive – Mansfield

Chief Executives 2022

Chief Executive – Tewkesbury
Chief Executive – Belfast
Chief Executive – Lancaster City Council
Chief Executive – Eastleigh Borough Council
Chief Executive – Ealing Borough Council
Chief Executive – Harrow Borough Council
Chief Executive – Wandsworth & Richmond
Chief Executive – Kensington & Chelsea

Appendix 4 – Key Terms and Conditions of Employment

Pay

The salary payable is a spot salary of £xxx with no incremental progression. This salary includes payment for the posts Returning Officer responsibilities.

The salary will be reviewed periodically by the Council and the post is subject to annual performance appraisal.

Relocation Assistance

Where appropriate, relocation expenses will be available in accordance with the agreed scheme, subject to a maximum payment of £8,000 inclusive of VAT.

Conditions of Service

The Conditions of Service are as agreed by the Council's HR Policy Committee.

Appointment is made on the basis that the postholder has satisfied the Council's requirements concerning medical health clearance and Right to Work requirements.

Standards of Conduct

The Council has a Code of Conduct and Guidance for Staff, which sets out standards expected of our employees. The postholder is required to devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional employment or appointment without the expressed consent of the Council.

Pension

The post is pensionable and subject to the provisions of the Local Government Pension Scheme (LGPS) The post holder will be automatically enrolled into the Local Government Pension Scheme.

Details of the LGPS will be provided during your first few weeks of employment with the Council. In the meantime, further details of the Scheme are available from Peninsula Pensions on their website - [Peninsula Pensions - Helping you get the most out of retirement](#)

Hours of Work

The working week is 37 hours. The postholder will be required to work such hours as are reasonably necessary to meet the requirements of the Council and will include some evening and weekend working.

Annual Leave

32 working days per annum plus public holidays.

Car Allowances

The postholder must be able to travel within and outside the county.

A mileage allowance will be payable for business purposes in accordance with the HMRC approved mileage rates.

Notice Period

The postholder and the County Council must give at least 3 months' notice to terminate the employment contract.

Data Protection

All information provided by applicants will be processed in accordance with the current Data Protection Act and GDPR requirements.

No Smoking policy

The Council has a No Smoking Policy on all Council premises.

Political Restrictions

The post is "politically restricted" under the terms of the Local Democracy Act 2009.

Criminal Convictions

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Candidates are therefore not entitled to withhold information about criminal convictions, including those that for other purposes are considered spent, under the provisions of the Act.

June 2022