

Committee: Council

Date:

18 May 2021

Title: Establishment of an Appointments Committee

Portfolio Holder: Leader of the Council

Key decision:

No

Summary

1. The Chief Executive has advised in writing of her intention to resign from the Council. In addition, there is a need to fill the post of Assistant Director for Legal and Governance, which is also the statutory post of Monitoring Officer.
2. The Council is responsible for confirming the appointment of the Head of Paid Service (and the designated post for the Head of Paid Service is the Chief Executive) and the statutory role of Monitoring Officer.
3. It is proposed that a committee be appointed to advise the Council on the process for appointing a new Chief Executive and Assistant Director of Legal and Governance and then to recommend appointments to Full Council.

Recommendations

4. That an Appointments Committee be established, comprising 7 members: four Residents for Uttlesford, one Liberal Democrat, one Conservative and one from the Green Party/Independents' Group.

Financial Implications

5. There are no direct financial implications arising from this report.

Background Papers

6. None

Situation

7. The Chief Executive has advised in writing of her intention to resign from the Council, with her contract ending on 31 August 2021.
8. Full council is charged with confirming the appointment of the Head of Paid Service and this post is designated to the Chief Executive.
9. The position of Assistant Director for Governance and Legal has been vacant for some time and has been covered by a number of interim arrangements. A consultation with staff was carried out regarding the future of this position and

it has been determined by the Head of Paid Service that the position be retained as an Assistant Director responsible for a range of services, as well as being appointed the Monitoring Officer.

10. The purpose of the Appointments Committee will be to define the process for appointing to these roles, to undertake those processes and to recommend to Full Council an appointment for each post.
11. Considering the timetable for undertaking the complete process, in respect of the Chief Executive, the task group will be asked to consider any interim arrangements required and report to Full Council accordingly. The vacant role of Assistant Director for Legal and Governance is being covered by the interim Manager of Legal Services (and appointed Monitoring Officer), together with the Chief Executive and the Director for Finance and Corporate Services.
12. Ahead of the meeting, it is anticipated the details of the membership of the Appointments Committee will be agreed and will provide a diverse representation of members, ideally with some experience in recruitment.