



Joint Senior Staff Committee
27 April 2021

ADUR & WORTHING COUNCILS

Ward(s) Affected: All

Designation of Interim Head of Paid Service

Report by the Director for Digital, Sustainability and Resource

Executive Summary

1.0 Purpose

- 1.1 The purpose of this report is to decide on whom should be designated as the Interim Head of Paid Service / Interim Chief Executive following the departure of Alex Bailey, current chief Executive and Head of Paid Service on or before the 30th June 2021, pending the permanent recruitment to replace the current designated Officer.

2.0 Recommendations

- 2.1 That JSSC recommends to the Council to designate Catherine Howe as the Council's interim Head of Paid Service and Chief Executive with effect from 1st July 2021 until such time as the substantive post has been filled.

3.0 Context

- 3.1. The current Chief Executive and Head of Paid Service, Alex Bailey, will leave the employment of Adur District Council on 30th June 2021. After 8 years of service, Mr Bailey has decided to retire. The secondment arrangement between Adur District Council and Worthing Borough Council in respect of

the statutory Head of Paid Service appointment will terminate on the same date.

- 3.2. It is therefore necessary for both Worthing Borough Council and Adur District Council to make a statutory appointment of Head of Paid Service on an interim basis, effective from 1st July 2021.

4.0 Issues for consideration

- 4.1. The Council has a duty under section 4(1) of the Local Government and Housing Act 1989 to designate one of its Officers as the Head of Paid Service to be responsible for specific statutory functions.
- 4.2. The Council's Constitution provides that the Chief Executive is also designated Head of Paid Service, and the duties and responsibilities of the Head of Paid Service are summarised in the Council's Constitution.
- 4.3. The Joint Senior Staff Committee is responsible for undertaking the recruitment and selection process for the Chief Executive and for recommending to Council whom to designate as Head of Paid Service. It is anticipated that such a recruitment and selection process will be undertaken in summer 2021.
- 4.4. In the interim period, it is proposed that a Director of Service is selected to act as interim Chief Executive and Head of Paid Service. A consultation process has been undertaken by the Leaders of both Councils and with the Directors. Catherine Howe, currently Director for Communities, has agreed to undertake the role.
- 4.5. This report recommends that each Council designate Catherine Howe, currently Director for Communities, as the Council's Interim Head of Paid Service and Chief Executive from 1st July 2021 until such time as a permanent Chief Executive and Head of Paid service is appointed following the recruitment exercise mentioned above.

5.0 Engagement and Communication

- 5.1. Leaders of Adur District Council and Worthing Borough Council have undertaken consultation with all three Directors and both Executives.

- 5.2. It is expected that recruitment consultants will be engaged to support candidate search and recruitment for the role of Chief Executive, a process that will be undertaken by the Joint Senior Staff Committee in summer 2021.

6.0 Financial Implications

- 6.1. The budget for the Chief Executive's salary is £160,890 including all on-costs which will be sufficient to cover the interim costs.

7.0 Legal Implications

- 7.1. The legal requirements for the Council to designate an Officer to be the Head of Paid Service, is mentioned in the body of the report at 4.1. The Head of Paid service is also the Chief Executive. This report is presented to fulfill the statutory requirements in the interim period to designate such an Officer.

Background Papers

None

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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified

2. Social

2.1 Social Value

Matter considered and no issues identified

2.2 Equality Issues

Matter considered and no issues identified

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified

2.4 Human Rights Issues

Matter considered and no issues identified

3. Environmental

Matter considered and no issues identified

4. Governance

The Joint Senior Staff Committee is responsible for undertaking the recruitment and selection process for the Chief Executive and for recommending to Council whom to designate as Head of Paid Service, and Chief Executive.

Pending that process it is a legal requirement to have a Head of Paid Service and therefore within their remit to make recommendations to the Council for interim arrangements. The Head of Paid Service is also the Chief Executive

The Head of Paid Service whether permanent or temporary must be approved by full council.