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To: MEMBERS OF THE CHIEF OFFICER SUB COMMITTEE  
Councillors Blackwell, Bloore, Botten, Elias and Sayer

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12<sup>th</sup> March 2021

Dear Sir/Madam

**CHIEF OFFICER SUB COMMITTEE**  
**MONDAY, 15TH MARCH, 2021 at 9.00 am (to reconvene at 2.00 pm on Tuesday, 16<sup>th</sup> March)**

The agenda for this meeting of the Sub-Committee, to be hosted via Zoom from the Council Offices, Oxted, is set out below.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jackie King'.

Jackie King  
**Acting Chief Executive**

## AGENDA

1. **Apologies for absence (if any)**
2. **Election of Chair for the meeting**
3. **Minutes of the meeting held on the 10th March 2021** (Pages 3 - 4)

To confirm as a correct record

4. **Declarations of interest**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

**5. To consider passing the following resolution:**

**RESOLVED** – that any members of the press and public be excluded from the meeting for the following item of business under Section 100A (4) of the Local Government Act 1972 (as amended) on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act: *Paragraph 1 (information relating to an individual)* and *Paragraph 3 (information relating to the business affairs of any particular person, including the authority holding that information)*; and
- (ii) for the item, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**6. Recruitment of a permanent Chief Executive (Pages 5 - 8)**

**7. Any other business which, in the opinion of the Chair, should be considered as a matter of urgency**

## TANDRIDGE DISTRICT COUNCIL

### CHIEF OFFICER SUB COMMITTEE

Minutes and report to Council of the virtual meeting of the Sub-Committee held on the 10<sup>th</sup> March 2021 at 9.00 am

**PRESENT:** Councillors Blackwell, Bloore, Botten, Elias and Sayer

Annette Capper (Interim Executive Head of Corporate Resources)  
Lidia Harrison (Head of Legal Services & Monitoring Officer)  
Jackie King (Acting Chief Executive)  
Vince Sharp (Democratic Services)

**ALSO PRESENT:** Amy Billington (SOLACE)  
Terry McDougall (SOLACE)  
Robert Tinlin (LGA / technical adviser to the Council)

#### 1. ELECTION OF CHAIR FOR THE MEETING

Councillor Sayer was elected Chair for the meeting.

#### 2. MINUTES OF THE MEETING HELD ON THE 14TH JANUARY 2021

These were approved as a correct record.

#### 3. CHIEF EXECUTIVE RECRUITMENT UPDATE

It was resolved that this matter be dealt with in 'Part 2' as it disclosed exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

The Sub-Committee considered:

- reports from the Interim Executive Head of Corporate Resources regarding the recruitment process to date and the need to further extend the appointment of Jackie King as Acting Chief Executive; and
- a report from SOLACE regarding its assessment of six shortlisted candidates arising from technical interviews (referred to as candidates 1 to 6 below reflecting alphabetical order of surname).

It was agreed that Jackie King be admitted to the meeting in the capacity of observer regarding the proposed involvement of the Executive Leadership Team (ELT) in the process for assessing shortlisted candidates.

Terry McDougall presented the SOLACE report and advised that one of the candidates had since withdrawn. She summarised the assessments of the five remaining candidates.

Discussion ensued regarding the process for seeking ELT's views about the candidates to be selected for interview. It was agreed that this would be facilitated by a SOLACE employee on Friday, 12<sup>th</sup> March who would capture the views of the ELT members concerned. This, together with the views of a stakeholder panel and the outcome of further assessments of the candidates (also on 12<sup>th</sup> March, to be conducted via Zoom) would form part of the SOLACE report to the Sub-Committee ahead of the final interviews.

***RESOLVED*** – that:

- A. candidates 2, 3, 4 and 6 be selected for final interviews for the post of Chief Executive (such interviews to take place on the 15<sup>th</sup> and 16<sup>th</sup> March 2021);
- B. the appointment of Jackie King to the post of Acting Chief Executive be extended until the 15<sup>th</sup> July 2021, or the arrival in post of the new permanent Chief Executive, whichever is the sooner; and
- C. authority be delegated to Jackie King to make arrangements for the Executive Head of Corporate Resources post to be backfilled until the 15<sup>th</sup> July 2021, or the arrival in post of the new permanent Chief Executive, whichever is the sooner.

(Annette Capper, Jackie King, Amy Billington and Terry McDougall left the meeting for the discussion in respect of resolutions B and C above).

Rising: 10.55 am

## **RECRUITMENT OF A PERMANENT CHIEF EXECUTIVE**

### **Chief Officer Sub Committee – 15 March 2021**

Report of: Interim Executive Head of Corporate Resources

Purpose: For decision

Publication status: Unrestricted with restricted appendix (in accordance with Section 100A (4) of the Local Government Act 1972 – paragraphs 1 and 3 of Schedule 12A)

Wards affected: All

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#### **Executive summary:**

This report provides advice to support the Sub Committee to interview candidates for the role of Chief Executive and to recommend appointment of a preferred candidate to the Council.

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**This report supports the Council's priority of:** Building a better Council

**Contact officer** Heather Wills, Improvement Adviser,  
[hwills@tandridge.gov.uk](mailto:hwills@tandridge.gov.uk)

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#### **Recommendation to Sub-Committee:**

That the Sub Committee agree a preferred candidate to recommend to Council for appointment to the permanent post of Chief Executive.

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#### **Reason for recommendation:**

To progress the recruitment of a permanent Chief Executive.

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#### **Introduction and background**

1. At a meeting on 10 March, the Sub-Committee agreed a shortlist of four candidates to progress to final interview, to be informed by a series of assessment exercises.
2. A report by Solace in Business which includes feedback on the assessment exercises appears in an Appendix on Part B of this agenda.

## **Next steps**

3. The Sub-Committee is asked to recommend a preferred candidate to a special meeting of Council on 18 March.
4. If it is not possible to identify a preferred candidate, it is suggested that the Sub-Committee reconvene at its earliest opportunity to consider next steps.

## **Key implications**

### **Comments of the Chief Finance Officer (CFO and s151)**

The CFO is fully supportive of the process employed to recruit a permanent Chief Executive. The process has been comprehensive, with many stakeholders engaged which is required for such a pivotal and strategic role. Recruiting the appropriate candidate for the post is critical for the future direction of the Council.

However, the budgeted amount for this post for 2021/22 is £122,000 (plus on-costs) despite it being advertised to £130,000 hence any amounts paid to a permanent Chief Executive over above the budgeted amount would be an overspend which would need to be mitigated by underspends elsewhere to balance the budget.

### **Comments of the Head of Legal Services (Monitoring Officer)**

The Council may generally appoint staff as it considers necessary for the proper discharge of its functions on such reasonable terms and conditions, including remuneration, as the Council thinks fit.

Section 4 of the Local Government and Housing Act 1989 (as amended), states that the Council has a legal duty to appoint an officer as Head of Paid Service. This role is fulfilled for the Council by the Chief Executive.

The quality of leadership at an organisation has a direct impact on the effectiveness and productiveness of that organisation. It is therefore important that due consideration is given to the requirements of the role and that the appointment is appointed on merit. This means that the Council must be satisfied that the person appointed to this role must be suitable in terms of their qualifications, skills and experience to carry out a job of this nature.

It is considered essential that the Council seeks to make a permanent appointment to the role of Chief Executive/Head of Paid Service at the earliest opportunity.

## **Equality**

There are no equalities implications directly arising from this report. The recruitment of the Chief Executive is complying with all relevant policies and legislation.

## **Climate change**

There are no climate change implications arising directly from this report.

**Appendices** (confidential and not for publication in accordance with Section 100A (4) of the Local Government Act 1972 – paragraphs 1 and 3 of Schedule 12A):

Appendix A – Report from Solace in Business (to follow)

## **Background papers**

None.

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