

### REPORT TO CABINET

OPEN		Would any decisions proposed :			
Any especially affected Wards	Operational	Be entirely within Cabinet's powers to decide		NO	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		YES	
Lead Member: Cllr Alistair Beales E-mail: cllr.Alistair,Beales@West-Norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted: Appointment Board Members (Cllr Lintern, Cllr Parish, Cllr Morley, Cllr Long, Cllr Bone, Cllr Ware, Cllr Sandell, Cllr Blunt)			
Lead Officer: Lorraine Gore E-mail: Lorraine.Gore@West- norfolk.gov.uk		Other Officers consulted: Alex Baker			
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES	Risk Management Implications YES	Environmental Considerations NO

Date of meeting: 3<sup>rd</sup> June 2024

### APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE)

#### Summary

Following a report to Cabinet to confirm that the post of Chief Executive is required by the Council, and a process to attract candidates for the role, the Appointment Board has met to determine the successful candidate for the position. In accordance with the Council's constitution, the Appointment Board's recommendation must be considered by Cabinet, and, if supported, recommended to Full Council for ratification. This report outlines the Appointment Board's recommendation following completion of the selection process.

#### Recommendation

##### Cabinet Resolves:

1. that it be recommended to Full Council that the post of Chief Executive be offered to Kate Blakemore

##### Recommendations to Full Council:

2. that the post of Chief Executive be offered to Kate Blakemore

#### Reason for Decision

To comply with requirements of the Constitution of the Borough Council of King's Lynn & West Norfolk, Part 4 Standing Orders, section 23: *Staff establishment and the filling of vacancies.*

## **1 Background**

- 1.1 The current Chief Executive (Head of Paid Service) will retire on 1<sup>st</sup> September 2024.
- 1.2 At its meeting on 9<sup>th</sup> May 2024 Cabinet agreed that the post of Chief Executive is required by the Council. At its meeting on 13<sup>th</sup> May Full Council agreed the job description and personal specification for the post.
- 1.3 A recruitment and selection process has now been completed for the post.

## **2 Appointment of Chief Executive (Head of Paid Service)**

- 2.1 The Appointment Board met on 24<sup>th</sup> May to interview candidates who had progressed to the final interview stage of the selection process.
- 2.2 Three candidates progressed to final interview stage following a comprehensive selection process led by Penna Consultants.
- 2.3 The Appointment Board reached a unanimous decision to recommend the appointment of Kate Blakemore to the post of Chief Executive.

## **3 Policy Implications**

- 3.1 Appointment to the Chief Executive (Head of Paid Service) must be made in accordance with the Constitution of the Borough Council of King's Lynn & West Norfolk, Part 4 Standing Orders, section 23.6:

23.6 Every appointment to a second tier officer post or one more shall be made by the Appointments Board or a panel of the Board, except the Head of Paid Service which shall be made by the whole Board and shall then be immediately notified to all Members of the Cabinet, each of whom shall have a time limited opportunity to object which if exercised shall halt the appointment procedure where upon a special meeting of the Cabinet shall be convened to determine the next steps.

- 3.2 Further to standing order 23.6, the appointment of Head of Paid Service must be ratified by full Council.

## **4 Financial Implications**

- 4.1 The Financial Plan 2023/2028 approved by Council on 22 February 2024 includes budget provision for the salary costs of the current SLT. Two of the current Executive Directors are retiring on in June 2024 and a review of senior level staffing resource requirements will be

undertaken by the new Chief Executive.

## **5 Personnel Implications**

- 5.1 The recruitment for the Chief Executive (Head of Paid Service) has been undertaken by Penna Consultants and publicly advertised and filled by open competition arising from that advertisement.
- 5.2 Five candidates were shortlisted for the first stage of the selection process, which was held on 23<sup>rd</sup> May.
- 5.3 A thorough and rigorous selection process was undertaken on 23<sup>rd</sup> May, including involvement of the Appointment Board members. This resulted in the Appointment Board determining that three candidates should go forward to the final interview stage on 24<sup>th</sup> May.
- 5.4 Final interviews were held on 24<sup>th</sup> May resulting in a decision regarding which candidate should be offered the position.
- 5.5 A provisional job offer has been made to the recommended candidate, subject to satisfactory references and medical, as is standard practice for all Council appointments. In addition the appointment requires ratification by Full Council before a formal offer can be made.
- 5.6 The recommended candidate will be subject to a three month notice period with their current employer, prior to commencing their employment with this Council.

## **6 Environmental Considerations**

- 6.1 None

## **7 Statutory Considerations**

- 7.1 S.4(1) of the Local Government and Housing Act 1989:

S.4 Designation and reports of head of paid service

- (1) It shall be the duty of every relevant authority
  - (a) to designate one of their officers as the head of their paid service; and
  - (b) to provide that officer with such staff, accommodation and other resources as are, in his opinion, sufficient to allow his duties under this section to be performed.

## **8 Equality Impact Assessment (EIA)**

- 8.1 Attached

## **9 Risk Management Implications**

- 9.1 Appointment to Chief Executive (Head of Paid Service) required to ensure senior leadership resource and to meet statutory requirements.



## Stage 1 - Pre-Screening Equality Impact Assessment

Name of policy/service/function	Appointment of Chief Executive				
Is this a new or existing policy/ service/function? <i>(tick as appropriate)</i>	New		Existing	/	
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	Appointment to the post of Chief Executive (Head of Paid Service) following retirement of the current postholder				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>					
<b>Question</b>	<b>Answer</b>				
<b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b>  Please tick the relevant box for each group.  NB. Equality neutral means no negative impact on any group.  <b><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></b>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Sex			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	

	Other (eg low income, caring responsibilities)			x	
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Question	Answer	Comments
<b>2.</b> Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	
<b>3.</b> Could this policy/service be perceived as impacting on communities differently?	No	
<b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	
<b>5.</b> Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?  If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	<b>Actions:</b>
		<b>Actions agreed by EWG member:</b> .....
<b>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</b>          <b>Decision agreed by EWG member: .....</b>		
<b>Assessment completed by:</b>		
<b>Name</b>	Lorraine Gore	
<b>Job title</b>	Chief Executive	
<b>Date completed</b>	24 <sup>th</sup> May 2024	

Complete EIA Pre-screening Form to be shared with Corporate Policy ([corporate.policy@west-norfolk.gov.uk](mailto:corporate.policy@west-norfolk.gov.uk))