

STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Council Assembly

9th September 2020

TITLE:	Appointment of Chief Executive and Head of Paid Service
PORTFOLIO HOLDER:	Councillor Sybil Ralphs – Leader of the Council
CONTACT OFFICER:	Tanya Cooper – Head of OD and Transformation
WARDS INVOLVED:	All Wards

Appendices Attached – None

1. Reason for the Report

- 1.1 To confirm the recommendation from the Joint Appointments Panel to appoint a new Chief Executive and Head of Paid Service. To confirm the appointment of a Returning Officer and Electoral Registration Officer.

2. Recommendations

- 2.1 That the Council approves the recommendation of the Joint Appointments Panel that Andrew Stokes be appointed as Joint Chief Executive and Head of Paid Service.
- 2.2 That the Council confirms that Andrew Stokes be appointed as Returning Officer and Electoral Registration Officer for Staffordshire Moorlands District Council.

3. Executive Summary

- 3.1 Following the retirement of the previous Chief Executive, interim management arrangements were put in place, including confirmation that Andrew Stokes be appointed as Acting Chief Executive.
- 3.2 The permanent Joint Chief Executive Officer position has been advertised internally and a Joint Appointments Panel established to carry out the recruitment process. The Panel included representatives from this Council and High Peak Borough Council.

- 3.3 The Joint Appointments Panel met formally on the 11th August 2020 and, following interview, made a unanimous decision to recommend the appointment of Andrew Stokes as Joint Chief Executive and Head of Paid Service.
- 3.4 There have been no well founded objections to the appointment received from any member of the Cabinet following the decision of the Joint Appointments Panel.

4. **Implications**

4.1 Community Safety - (Crime and Disorder Act 1998)

None

4.2 Workforce

As detailed within the report. The appointment will be in accordance with the agreed terms and conditions for the post, including the provisions contained in the Pay Policy approved by the Council in February 2020.

4.3 Equality and Diversity/Equality Impact Assessment

There are no specific issues arising from these proposals, the appointment process was conducted in accordance with the Council's recruitment policies.

4.4 Financial Considerations

Any costs associated with the changes are covered in the existing budget.

The Representation of the People Act 1983 makes provision for a scale of expenses to be fixed for the purpose of determining the Returning Officer's expenditure.

4.5 Legal

The Local Government & Housing Act 1989 requires the Council to appoint an officer as Head of Paid Service.

The Representation of the People Act 1983 requires the Council to appoint an officer to be the Returning Officer and Electoral Registration Officer.

4.6 Climate Change

None.

4.7 Consultation

Consultation has taken place with the Leaders of both this Council and High Peak Borough Council, together with the Joint Appointments Panel, to agree the recruitment process that is applicable to this joint appointment.

4.8 Risk Assessment

None

Mark Trillo

Executive Director (People) and Monitoring Officer

Web Links and Background Papers

Contact details

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5. Background

- 5.1 Following the retirement of the previous Chief Executive, temporary management arrangements were agreed under the Council's provisions for urgent decisions, with the Chairman of the Council and after consultation with the Group Leaders, on the 18th March 2020. These arrangements included the appointment of Andrew Stokes as Acting Chief Executive and as the Returning Officer and Electoral Registration Officer for the Staffordshire Moorlands.
- 5.2 Following discussions between the Leadership at both this Council and High Peak Borough Council, it was agreed that an internal recruitment exercise should be commenced to seek to recruit to the permanent post of Joint Chief Executive and Head of Paid Service. In accordance with the Councils' recruitment process, a Joint Appointments Panel was established, consisting of councillors from both Councils. Councillors Ralphs, Deaville, Gledhill and Malyon represented this Council and Councillors McKeown, Greenhalgh and Lomax (Atkins) represented High Peak Borough Council on the Panel.
- 5.3 The Joint Appointments Panel met on the 6th August 2020 to consider an internal application received and to agree the recruitment process to be followed by the Panel.
- 5.4 Following formal interview held on the 11th August 2020, it was unanimously agreed by the Joint Appointments Panel that Andrew Stokes be appointed as Joint Chief Executive Officer and Head of Paid Service.

6. Statutory Officers

- 6.1 The Council is required by statute to designate officers in respect of three posts:
- The Head of Paid Service has overall responsibility for the management and co-ordination of the employees appointed by the Council.
 - The Monitoring Officer has defined statutory responsibilities in respect of matters of legality, conduct, and probity.
 - The Chief Finance Officer has defined statutory responsibilities in respect of the proper administration of the financial affairs of the authority.
- 6.2 In terms of the appointment to these posts it should be noted that the Head of Paid Service may not also be the Council's Monitoring Officer and the Chief Finance Officer may not also be the Council's Monitoring Officer.
- 6.3 Under the applicable legislation, the appointment of the Council's Head of Paid Service must be approved by the Full Council before an offer of appointment is made. Further, a member of the Cabinet may raise an objection to the proposed appointment – no such objection has been made in this case.

7. Appointment of Returning Officer and Electoral Registration Officer

- 7.1 The Returning Officer (RO) is the person who has the overall responsibility for the conduct of elections in the District. The Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be the Returning Officer in local elections. It is the RO's duty to organise and conduct elections. The Returning Officer may appoint one or more persons to discharge all or any of his/her functions. The RO is also the Acting Returning Officer for UK Parliamentary Elections.
- 7.2 The Electoral Registration Officer (ERO) is the person with the statutory responsibility for the creation and maintenance of the register of electors and the absence voters lists. This person takes responsibility for publishing a revised electoral register and issuing monthly alteration notices.
- 7.3 As indicated at 5.1 above, in order to ensure compliance with the applicable legislation, Andrew Stokes was appointed as the Returning Officer and Electoral Registration Officer for the Staffordshire Moorlands under the provisions for urgent decision making on 18th March 2020. It is recommended that the Council now confirms these appointments.