

# City Council - 5 August 2024

## Report of the Chair of the Appointments and Conditions of Service Committee

### Corporate Director/ Director:

Lee Mann, Strategic Director of HR and Equality, Diversity and Inclusion

### Report Author and Contact Details:

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### Title: Appointment of a new Chief Executive, Head of Paid Service and Proper Officer for Electoral Registration and Returning Officer of the Council

#### Does the report form part of the Budget or Policy Framework?

Yes  No

#### Commissioner Consideration

Has this report been shared with the Commissioners' Office?  Yes  No

Any comments the Commissioners wish to provide are listed below.

#### Does this report contain any information that is exempt from publication?

No

#### Relevant Council Plan Key Outcome:

Green, Clean and Connected Communities	<input checked="" type="checkbox"/>
Keeping Nottingham Working	<input checked="" type="checkbox"/>
Carbon Neutral by 2028	<input checked="" type="checkbox"/>
Safer Nottingham	<input checked="" type="checkbox"/>
Child-Friendly Nottingham	<input checked="" type="checkbox"/>
Living Well in our Communities	<input checked="" type="checkbox"/>
Keeping Nottingham Moving	<input checked="" type="checkbox"/>
Improve the City Centre	<input checked="" type="checkbox"/>
Better Housing	<input checked="" type="checkbox"/>
Serving People Well	<input checked="" type="checkbox"/>

## 1. Summary

1.1 The appointment of a Chief Executive requires a recommendation from the Appointments and Conditions of Service Committee for consideration and approval by Council.

1.2 This report provides background information on the recruitment and selection process activity undertaken to identify a preferred candidate to take up post as the Council's new Chief Executive, Head of Paid Service and Proper Officer for Electoral Registration and Returning Officer.

## 2. Recommendations

2.1 To note the Appointments and Conditions of Service Committee's activity to identify a preferred candidate for the post of Chief Executive, Head of Paid Service and Proper Officer for Electoral Registration and Returning Officer of the Council.

2.2 To agree the recommendation of the Appointments and Conditions of Service Committee that Sajeeda Rose be appointed as Nottingham City Council's new Chief Executive, Head of Paid Service and Proper Officer for Electoral Registration and Returning Officer.

2.3 To note that the salary agreed is within the range approved by Council.

### **3. Reasons for recommendations**

3.1 The Council's current Chief Executive, who is also the Council's Head of Paid Service and the Proper Officer for Electoral Registration and Returning Officer, resigned in May 2024 and is currently serving their three months' notice period. Following their resignation, the Council has sought to recruit to the role utilising the executive search firm Faerfield to source qualified applicants and support the selection process.

3.2 Under the Local Government and Housing Act 1989, each local authority has a duty to designate one of its officers to be its Head of Paid Service.

3.3 The Council's Constitution states that it is a function of the Appointments and Conditions of Service Committee to coordinate the recruitment of the Head of Paid Service.

3.4 The Constitution also states that Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Appointments and Conditions of Service Committee. The recruitment timetable was designed to enable a recommendation for appointment to the post of Chief Executive, Head of Paid Service and Proper Officer for Electoral Registration and Returning Officer to be made to Council on 5 August 2024.

3.5 The purpose of this report is to outline the process and timetable involved in making a decision to appoint a new Chief Executive and to recommend the appointment of Sajeeda Rose, currently Corporate Director of Growth and City Development, as the Council's new Chief Executive, Head of Paid Service and Proper Officer for Electoral Registration and Returning Officer.

### **4. Other options considered in making recommendations**

4.1 As a statutory post for the Council, no other options were considered.

### **5. Consideration of Risk**

5.1 This is a critical role for the Council at a challenging time. The Chief Executive will lead on the delivery of the Council's new Improvement Plan, working alongside Elected Members and Commissioners to deliver a balanced budget, a sustainable financial plan and on a range of complex organisational improvements. Delays to the appointment could impact on the Council's ability to deliver on its strategic priorities.

### **6. Best Value Considerations**

6.1 As this appointment was conducted in line with the Council's Constitution and the recommended candidate is currently employed in a different role within the Council there will be a seamless transition from the current Chief Executive, without the incurring of additional interim costs. Being part of the existing Corporate Leadership

Team, the recommended candidate is already familiar with the Council's challenges and as such will be expected to immediately lead delivery of the Council's improvement plan.

## **7. Background**

- 7.1 The Council is a large and complex organisation with a turnover of circa £1.1 billion per annum, 6800 staff, together with a number of arm's length company arrangements. The Council needs to be able to demonstrate sufficient senior management capacity to successfully improve grip and assurance in relation to meeting its regulatory requirements, improving corporate governance and financial management in relation to business as usual decision making, together with the necessary capacity to drive transformational improvement and change to maintain or improve outcomes at lower cost.
- 7.2 Following the resignation of the current Chief Executive in May, the Council moved quickly to identify Faerfield as an executive search provider to support identification of candidates and support the selection process. To maximise the time for search activity and engagement with candidates, the online adverts went live on 30 May and closed on 19 June 2024. The role was advertised on a microsite, in addition to through social media channels and with the MJ.
- 7.3 The initial search and subsequent longlisting exercise identified a number of potential candidates. Six candidates were taken through technical interviews to assess their technical competence and experience against the requirements of the role. A recommended report for shortlisting was provided to the Appointments and Conditions of Service Committee prior to the shortlisting meeting which took place on 2 July 2024.
- 7.4 Shortlisted candidates were put through to an assessment centre, which took place on 5 July 2024 and 12 July 2024. The process included panel style interview sessions with workforce and external partners. Feedback from all panels was considered by the Appointments and Conditions of Service Committee members, in addition to psychometric reports which were compiled prior to the final interviews taking place.
- 7.5 Following this rigorous selection process, Council is recommended to appoint Sajeeda Rose as the new Chief Executive, Head of Paid Service and Proper Officer for Electoral Registration and Returning Officer for Nottingham City Council in accordance with the recommendation of the Appointments and Conditions of Service Committee.

## **8. Commissioner comments**

- 8.1 The Commissioners have actively participated in the recruitment process and are pleased to support this outcome.

## **9. Finance colleague comments (including implications and value for money)**

- 6.1 The net salary budget for the Chief Executive post in 2024/25 is £0.243m (inclusive of on-costs). This equates to an annual basic pay of £0.191m.
- 6.2 The salary for the new Chief Executive appointment will need to be paid in accordance with the Council's Pay Policy and met from existing budget.

Shabana Kausar, Director of Finance and Deputy Section 151 Officer, 22 July 2024

## 10. **Legal colleague comments**

- 10.1 Under Section 4 of the Local Government and Housing Act 1989 (as amended), the Council has a legal duty to appoint one of its officers as Head of Paid Service. Under the Council's Constitution, this role is performed by the Chief Executive.
- 10.2 The process that must be followed is set out in the Constitution at Article 14 and is outlined in the body of this report.
- 10.3 The Local Authorities (Standing Orders) (England) Regulations 2001 and the Council's Constitution provide that full Council must approve the appointment of the Council's Head of Paid Service. The recommendation from ACOS to full Council can only be made after a period of time has elapsed to allow the Leader an opportunity to make material or well-founded objections on their own behalf or on behalf of one or more Executive members. Where no such objections are received the recommendation for the appointment is referred to full Council for approval.
- 10.4 In accordance with the Representation of the People Act 1983 the Council must appoint an Electoral Registration Officer and a Returning Officer. In accordance with the Council's Constitution this role is performed by the Chief Executive.

Beth Brown, Director of Legal and Governance and Monitoring Officer, 17 July 2024

## 1. **Other relevant comments**

- 1.1 HR comments are included in the body of the report.

## 2. **Crime and Disorder Implications (If Applicable)**

- 2.1 Not applicable.

## 3. **Social value considerations (If Applicable)**

- 3.1 Not applicable.

## 4. **Regard to the NHS Constitution (If Applicable)**

- 4.1 Not applicable.

## 5. **Equality Impact Assessment (EIA)**

- 5.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because the decision does not relate to a new or changing policy, service or function.

## 6. **Data Protection Impact Assessment (DPIA)**

- 6.1 Has the data protection impact of the proposals in this report been assessed?

No



A DPIA is not required because the decision does not involve the use of personal or sensitive data.

**7. Carbon Impact Assessment (CIA)**

7.1 Has the carbon impact of the proposals in this report been assessed?

No



A CIA is not required because the decision does not have any carbon impacts.

**8. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**

8.1 None

**9. Published documents referred to in this report**

9.1 Article 9 Non-Executive Functions and Functions of the Constitution

9.2 Article 14 Officer Employment Procedure Rules

9.3 The Local Authorities (Standing Orders) (England) Regulations 2001

9.4 Reports to and minutes of meetings of the Appointments and Conditions of Service Committee held on 2 July, 5 July and 12 July 2024

**Councillor Helen Kalsi**

**Chair of the Appointments and Conditions of Service Committee**