



# Public Document Pack

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This meeting will be live streamed

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9 September 2021

## COUNCIL MEETING

To all Members of the Council

You are summoned to attend a meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 15 September 2021 at 6.00 pm** in the **Council Chamber, at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:

Nigel Lynn  
Chief Executive

### AGENDA – SUPPLEMENT PACK – ITEM 9

9. CHIEF EXECUTIVE OFFICER RECRUITMENT – CHIEF EXECUTIVE'S RECRUITMENT & SELECTION PANEL [10 MINUTES] (Pages 1 - 4)

This report outlines the process for the appointment of the Chief Executive Officer which is due to become vacant on 16 October 2021.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Where there are recommendations from other Committees, please refer to the e-link under the specific agenda item to access the Officer report.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#)

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## **ARUN DISTRICT COUNCIL**

### **REPORT TO AND DECISION OF FULL COUNCIL**

### **ON 15 SEPTEMBER 2021**

#### **REPORT**

**SUBJECT: Chief Executive Officer Recruitment**

**REPORT AUTHOR: Nigel Lynn – Chief Executive Officer**

**DATE: September 2021**

**EXTN: 01903 737600**

**AREA: Corporate Support**

#### **EXECUTIVE SUMMARY:**

This report outlines the process for the appointment of the Chief Executive Officer which is due to become vacant on 16 October 2021.

#### **RECOMMENDATIONS:**

It is recommended that the Council agree the membership of the Recruitment and Selection Panel and its process for recruitment.

#### **Background**

Members will be aware that the Chief Executive Officer, Nigel Lynn, following ten years' service has submitted his resignation and is due to leave on 16 October 2021 to take up a new role as CEO at West Berkshire Council. Legally, the Council must ensure that it has arrangements in place to discharge its legal functions (as Head of Paid Services) which are carried by the Chief Executive Officer on his departure.

The current Council's Constitution states that a Recruitment and Selection Panel should be convened to undertake all processes leading to the recruitment and selection of a new Chief Executive Officer. This would include considering alternatives to a direct permanent replacement and/or any interim arrangement that would need to be put in place to allow the panel time to consider the longer-term arrangements for this legally required post.

On the 19 May 2021, the appointments of committees for 2021/22 agreed that the Chief Executive Officer's Recruitment and Selection Panel will consist of Chair, Vice Chair, plus three other members, including the Leader of the Council. However, no Members were appointed by Full Council at that time.

In the absence of this decision by Full Council, it has not been possible to convene a Recruitment and Selection Panel since the resignation of the current Chief Executive Officer. The situation was further compounded by the resignation arriving during Committee recess which meant that the 15 September Full Council meeting is the earliest that the Council could seek nominations for this Panel.

Following consultation with Members the Council is being asked to agree the following appointment of the Recruitment and Selection Panel:-

(Leader of the Council) – CLLR GUNNER

(Deputy Leader of the Council) – CLLR PENDLETON

(Leader of the Opposition – Lib Dem) – CLLR WALSH

(Deputy Leader of the Opposition – Lib Dem) – CLLR STANLEY

(Deputy Leader of the Independent Group) – CLLR COSTER

It is intended that the first meeting of the Recruitment and Selection Panel will be held in person on the 16 September 2021 with the following terms of reference.

**Purpose**

1. To undertake all processes leading to the recruitment and selection of a new Chief Executive Officer.
2. To have as its “Proper Officer” as the Group Head of Corporate Services (or their representative).
3. To work to the Terms of Reference set out below and, where not expressly listed, to follow the JNC Model conditions.

**Terms of Reference**

4. To be familiar with current views as to the important elements of the job of Chief Executive Officer and to come to a view as to the essential elements of the Job Description, job skills and key attributes. It is likely that the panel would seek internal and external advice throughout the process.
5. To report to the Chief Executive Remuneration on the outcome of the review on the remuneration package to be paid to a new Chief Executive.
6. To undertake all work necessary to recruit and select a Chief Executive and make recommendations to the Full Council to confirm the appointment as required by part 3 of the constitution.

A full report will then be presented to a special meeting of the Council which will be held on 13 October 2021 with the Recruitment and Selection Panel’s recommendation for the appointment of interim Chief Executive which is in accordance with the Council’s Constitution at Part 3 – (Responsibilities for Functions) 5.3 refers.

**2. PROPOSAL(S):**

The proposal is that Council agree the membership of the Recruitment and Selection Panel as set out in the body of the report.

**3. OPTIONS:**

N/A

<b>4. CONSULTATION:</b>		
The Chief Executive Officer has discussed the matter with the five Political Group Leaders (2.9.21)		
Has consultation been undertaken with?	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		<b>X</b>
Relevant District Ward Councillors		<b>X</b>
Other groups/persons (please specify)		
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>		
Financial		✓
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b>		
This is a standard report to keep Council abreast of the relevant decision required by Full Council to enable the replacement of the Chief Executive Officer.		

**7. REASON FOR THE DECISION:**  
To proceed with the appointment of a Chief Executive Officer

**8. BACKGROUND PAPERS:**  
N/A

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