



NORWICH City Council

Committee name: Council

Committee date: 30/01/2024

Report title: Appointment of senior officer posts

Portfolio: Councillor Stonard, Leader of the council

Report from: Chief executive

Wards: All wards

Purpose

To approve the salary packages for chief officer appointments; and to consider and agree the appointment of interim monitoring officer.

Recommendation:

Appointment of chief officers

- 1) Note the information on the recruitment processes for the executive director of resources and executive director of communities and housing.
- 2) Approve the appointment of the post and salary packages for the roles, which are above £100,000 per annum.
- 3) Delegate to the head of HR and organisational development, in consultation with the Leader of the Council, to finalise all other matters relating to the appointment.

Appointment of interim monitoring officer

- 4) That the Council appoint Sameera Khan to act as the Council's monitoring officer on an interim basis with effect from 1 February 2024.

Policy framework

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets all of the corporate priorities.

Report details

1. There are a number of appointments that require formal approval of full Council and are detailed below:

Appointment to chief officer posts

2. The council's pay policy statement sets out that new appointments to be paid a salary package of £100,000 per annum or above have the approval of full Council. This report seeks approval to appoint to two critical posts at levels above that amount.
3. The pay policy statement for 2023/24 was approved by the Council at its meeting held on 14 March 2023. In preparing its pay policy statement the council had regard to the Department for Levelling Up, Housing and Communities and Local Government guidance under section 40 of the Localism Act 2011, Openness and Accountability in Local Pay.
4. The salary packages for executive director roles are over £100,000 per annum, as below.

1 April 2023 – 31 March 2024	Pay point	Annual salary
Executive Director	110	£101,157
	111	£104,973
	112	£108,788

5. Following an extensive national recruitment campaign, the assessment and selection process for the roles of executive director of resources and executive director of communities and housing were concluded on 12 and 18 January 2024 respectively.
6. Due to a challenging recruitment market, this was the second recruitment campaign for these roles.

The roles were advertised in the MJ and its online publication local.gov.co.uk and were widely publicised via social media and a recruitment microsite. A comprehensive search of the market was conducted by recruitment partners Tile Hill.

7. Following long listing of the applications, preliminary interviews were held with a technical assessor resulting in a shortlist to take through to the assessment centre and final stages of the recruitment process. The assessment centre included a suite of psychometric assessments, colleague and external stakeholder panels, an unseen scenario activity and one to one with the chief executive.
8. Feedback from all the panels was collated and presented to the member interview panel for consideration.
9. Final interviews were held with an appointment panel of elected members and the chief executive, as follows:

a. Executive director of resources

Cllr Mike Stonard, Leader

Cllr Beth Jones, Deputy leader, housing and community

Cllr Karen Davis, Group leader, Independent Norwich Group

b. Executive director of communities and housing

Cllr Mike Stonard, Leader

Cllr Beth Jones, Deputy leader, housing and community

Cllr Lucy Galvin, Group leader – Green Group

Cllr Judith Lubbock, Liberal Democrats

10. The appointments panels have agreed appointments to the roles, subject to Council approval of the salary packages:

a) Executive director resources – Emily Yule

Emily is currently strategic director (deputy chief executive) at Rochford District Council and Brentwood Borough Council and is the monitoring officer for Rochford District Council.

b) Executive director communities and housing – Davina Howes

Davina is currently director (families and communities) at West Suffolk Council

Appointment of interim monitoring officer

11. Under Section 5 of the Local Government and Housing Act 1989 (as amended), the council has a duty to appoint a monitoring officer.

12. The monitoring officer has a number of statutory duties and responsibilities relating to the Council's arrangements for effective governance. These include:

- To report on matters s/he believes are, or are likely to be, illegal or amount to maladministration or breach the statutory code under Section 5 and 5A of the Local Government and Housing Act 1989 (LGHA 1989).
- To investigate any matter which s/he has reason to believe may constitute, or where s/he has received an allegation that a matter may constitute a reportable incident under Section 5 and 5A of the LGHA 1989.
- To be responsible for matters relating to the conduct of councillors and officers and to investigate complaints against members in regard to the member code of conduct and in accordance with the council's standards provisions.
- To be responsible for the operation of the council's constitution.
- To lead on and take responsibility for the wider governance of the Authority.

13. The council's head of legal and procurement and monitoring officer has resigned. Due to the impending departure of the postholder there is a need to appoint an interim monitoring officer to ensure the council's statutory requirements are met and effective governance arrangements remain in place pending permanent recruitment to the role.
14. It is recommended that the Council agree the appointment of Sameera Khan as interim monitoring officer to Norwich City Council from 1 February. The interim arrangements will be in place until permanent recruitment to the role. Sameera Khan is currently the council's democratic and elections manager; she has substantial experience as a monitoring officer in unitary and district councils.

Consultation

15. The proposed appointments of executive directors were notified to members of Cabinet as required by the Local Authorities (Standing Orders) (England) Regulations 2001 and no objections were raised.
16. The appointment of Sameera Khan as interim monitoring officer has been discussed and agreed with the Leader of the Council.

Implications

Financial and resources

17. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
18. There are no proposals in this report that would reduce or increase resources.
19. The posts are within the budgeted establishment and provision has been made to fund the salaries on appointment.
20. The conditional offers of employment for the executive director roles have been made within the salary range agreed in the council's pay policy statement 2023-24 of £101,157 - £108,788 per annum plus on costs.
21. There is also provision available under the Council's market supplement policy for a recruitment supplement to be paid should this be necessary. This is a temporary payment made to an individual to ensure their recruitment by enhancing the payments being offered, bringing their total reward package up to the market rate. Payments are subject to regular review i.e., annually or as part of each new recruitment exercise.

Legal

22. Under the provisions set out in the Localism Act 2011 all councils are required to approve and publish a pay policy statement on an annual basis. The guidance supporting the pay policy provisions requires that councils seek approval of payments of salary and benefits packages in excess of £100,000.
23. The Council is required to appoint a Monitoring Officer under section 5 of the Local Government and Housing Act 1989.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	There are no specific implications arising from this report.
Health, social and economic impact	There are no specific implications arising from this report.
Crime and disorder	There are no specific implications arising from this report.
Children and adults safeguarding	There are no specific implications arising from this report.
Environmental impact	There are no specific implications arising from this report.

Risk management

Risk	Consequence	Controls required
Council fails to approve the appointments	Ineffective leadership arrangements and lack of capacity to deliver services.	The recommendations in this report seek: to ensure that there is effective leadership arrangements in place and the requirement to appoint to the statutory role of monitoring officer is met.

Other options considered

24. None considered, no other viable options available.

Reasons for the decision/recommendation

25. This recommendation is being made to ensure the Council has effective leadership and capacity and its statutory roles are fulfilled on a temporary basis.

Reference documents:

Pay Policy Statement [Localism | Norwich City Council](#)

Appendices: None

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