

**Report to** Council  
26 November 2019  
**Report of** head of HR and learning  
**Subject** Appointment of chief executive officer and head of paid service

**Item**

**5**

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## **Purpose**

To seek approval to formally offer the position of chief executive and head of paid service to the candidate recommended by the member appointment panel, following a recruitment process.

To seek approval to appoint an interim chief executive and head of paid service for the period from when the current chief executive leaves and the new chief executive commences employment.

## **Recommendation**

To:

- 1) approve the appointment of Stephen Evans as the Council's permanent chief executive and head of paid service, subject to satisfactory pre-employment checks;
- 2) delegate to the head of HR and learning, in consultation with the leader of the Council, the finalisation of the start date and all other matters relating to the appointment;
- 3) confirm that the appointment incorporates the statutory roles of returning officer and electoral registration officer with effect from the commencement of employment with the Council. Separate remuneration arrangements are in place for these roles; and
- 4) approve the appointment of Nikki Rotsos as the Council's interim chief executive and head of paid service.

## **Corporate and service priorities**

The report helps to meet the corporate priority a healthy organisation

## **Financial implications**

There are no financial implications arising directly from this report. The costs of the appointment of the chief executive and head of paid service and the proposed interim arrangements are met from existing budgets.

**Ward/s:** None

**Cabinet member:** Councillor Waters - Leader

**Contact officers**

Dawn Bradshaw, head of HR and learning

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**Background documents**

None

## Report

1. Following the resignation of the current chief executive officer and head of paid service, the Council has carried out a process to recruit a permanent chief executive officer. The appointment of the chief executive officer and head of paid service is a decision reserved for full council.
2. A member appointment panel was established to carry out the recruitment process. The appointment panel comprised the following members:

Cllr Alan Waters	Leader of the Council
Cllr Gail Harris	Deputy leader
Cllr Mike Stonard	Cabinet member for sustainable and inclusive growth
Cllr Martin Schmierer	Group Leader - Green
Cllr James Wright	Group Leader – Liberal Democrats

The timetable for the process was as follows:

Activity	Timeline
Appointment of executive recruitment partner	August 2019
Advertisement and search	13 September – 11 October 2019
Longlisting, technical interviews and shortlisting	18 -31 October 2019
Selection (assessments, stakeholder panels and interviews	12 November 2019
Appointment panel agree recommendations for appointment to full council	12 November 2019
Full council decision on appointment	26 November 2019

3. In addition to the formal interviews the process included interviews with a technical assessor, stakeholder interviews with local partners, a member panel comprising representatives of all political groups and psychometric testing.
4. The appointments panel have unanimously recommended that Stephen Evans be appointed chief executive and head of paid service. Stephen is currently director of communities and Royal Borough of Kingston upon Thames. He has previously held roles at London Borough of Barnet and HM Treasury.
5. Section 4 of the Local Government and Housing Act 1989 requires every relevant authority to designate one of its officers as its head of paid service. It is recommended that Nikki Rotsos, director of strategy and culture, is appointed as interim chief executive and head of paid service for the period when the post is vacant. Nikki Rotsos is the corporate leadership team member who is

designated to deputise in the absence of the chief executive and has been carrying out the deputising role since 2016.

6. In accordance with legislation, decisions relating to the appointment of senior officers are subject to the right of objection by Cabinet. The Cabinet have been consulted on the preferred candidate and the interim arrangements and no objection has been received.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Council
<b>Committee date:</b>	26 November 2019
<b>Director / Head of service</b>	Dawn Bradshaw, head of HR and learning
<b>Report subject:</b>	Appointment of chief executive and head of paid service
<b>Date assessed:</b>	15/11/19

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	X	<input type="checkbox"/>	<input type="checkbox"/>	Appointment is within existing council budgets
<b>Other departments and services</b> e.g. office facilities, customer contact	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	X	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	X	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	X	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input type="checkbox"/>	X	<input type="checkbox"/>	Recruitment process conducted to meet requirement of employment legislation and non-discriminatory way
Advancing equality of opportunity	<input type="checkbox"/>	X	<input type="checkbox"/>	Recruitment process conducted to meet equality requirements
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	X	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	X	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	X	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	X	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	X	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	X	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
<b>Risk management</b>	<input type="checkbox"/>	X	<input type="checkbox"/>	Rigorous recruitment process and subject to pre-employment checks

Recommendations from impact assessment	
<b>Positive</b>	
None	
<b>Negative</b>	
None	
<b>Neutral</b>	
None	
<b>Issues</b>	
None	