

Crawley Borough Council



Report to Full Council

Wednesday 22 March 2017

Appointment of the Permanent Chief Executive, Head of Paid Service, of the Returning Officer and the Electoral Registration Officer.

*Head of People and Technology
PAT/027*

1. Purpose

- 1.1 To appoint the Crawley Borough Council Chief Executive and to appoint the statutory duty positions of Head of Paid Service, a Returning Officer and an Electoral Registration Officer for the Borough

2. Recommendations

2.1 That Full Council:

- 1) notes the Appointments and Investigating Committee nomination of Natalie Brahma-Pearl as the new Chief Executive.
- 2) agrees the appointment of Natalie Brahma-Pearl to the position of Chief Executive of Crawley Borough Council with effect from 26th June 2017, at a salary of £114,508 p.a.
- 3) agrees the designation of Natalie Brahma-Pearl as Head of Paid Service of Crawley Borough Council under Section 4 of the Local Government and Housing Act 1989 with effect from the 26th June 2017.
- 4) appoints Natalie Brahma-Pearl, as the Returning Officer and the Electoral Registration Officer, with effect from the 26th June 2017.

3. Reasons for the Recommendations

- 3.1 To comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.
- 3.2 To comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer, and Electoral Registration Officer.

4. Backgrounds for the Recommendations

- 4.1 Following the announcement that the current Chief Executive Lee Harris would be leaving the Authority on 24 February 2017, the Leader instructed that a recruitment process commence, in line with the process set out in the Constitution.
- 4.2 The Appointments and Investigating Committee was established for the Chief Executive appointment and recruitment consultants GatenbySanderson were appointed to help manage the process.
- 4.3 In early January 2017 the role was advertised externally and internally within the organisation. A copy of the Job Description is attached as Appendix 1.
- 4.4 A total of 15 applications were received for the position at the time of the application closing.
- 4.5 The Appointments and Investigating Committee met on the 20 February 2017 and then on 2 March 2017, to firstly long list and then short list the applicants, respectively. At both meetings the Committee received advice from GatenbySanderson, who between the two meetings held Preliminary Interviews, with the longlisted candidates and carried out a range of psychometric tests on the shortlisted candidates.
- 4.6 On Friday 10 March 2017, the Appointments and Investigating Committee, met for a third time for the final interviews with the three shortlisted candidates. As part of this process the candidates were also interviewed by a panel of External Stakeholders including the Chief Executive of the Local Enterprise Partnership, the new District Commander of Police for Crawley and the Chief Executive of Croydon Community and Voluntary Services. There was also an interview with a panel of employees.
- 4.7 Appointments and Investigating Committee, in deciding upon its preferred candidate, considered the feedback from the External Stakeholders and Employees interview Panel, advice from GatenbySanderson, along with the presentation they had received. The Committee agreed unanimously to nominate Natalie Brahma-Pearl as the new Chief Executive.
- 4.8 Following the Committee reaching its decision, the 4 Members of the Cabinet who were not on the Appointments and Investigating Committee, were informed of the decision in line with the Constitution's Employment Procedure Rule 4(2), which requires that the Cabinet be given the opportunity to raise an objection to the appointment. No objections were received.
- 4.9 Copies of all three sets of Appointment and Investigation Committee minutes relating to this appointment are included as Appendices 2, 3 and 4 respectively.
- 4.10 A copy of Natalie Brahma-Pearl career history is attached as Appendix 5.

5. Details of the Employment and Implications

- 5.1 Under the statutory guidance in Section 40 of the Localism Act 2011, elected Members are to be given an opportunity to vote on salary packages upon appointments of a threshold of £100,000 or above. The proposed salary package is above this level and is in line with the Council's Pay Policy Statement for 2017/2018 which the Full Council agreed in February 2017.

- 5.2 The Council is required to comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.
- 5.3 The Council is also required to comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer and Electoral Registration Officer.
- 5.4 The process followed for the appointment has been in line with the Council Constitution.
- 5.5 The Chief Executive post is a permanent position and has a three month notice period aligned to the position.
- 5.6 A conditional offer of employment was made to the candidate and accepted and the pre-employment checks are in the process of being completed in line with usual Council policy.
- 5.7 Subject to the approval of Full Council, Natalie Brahma-Pearl has indicated a start date of 26th June 2017.

JOB DESCRIPTION



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POST: Chief Executive	POST NO: CX1
DIRECTORATE/DIVISION: Chief Executive	
SCALE: Local scale based on JNC for Chief Executives	
ANY SPECIAL CONDITIONS: <ul style="list-style-type: none"> (a) Essential car user status (b) JNC for Chief Executive's conditions of service including three months' notice (c) This is a politically restricted post. (d) Returning Officer 	
RESPONSIBLE TO: The council through the Executive	
RESPONSIBLE FOR (POSTS): Directly: Deputy Chief Executive Head of Strategic Housing and Planning Services Head of Finance, Revenues and Benefits Head of Economic and Environmental Services Head of Legal and Democratic Services Indirectly: All employees and services provided by the council	
MAIN PURPOSE OF POST: To be responsible for the overall direction and leadership of the staff of the council ensuring that the policy objectives and priorities of the council are focussed on continuous improvement and added value to ensure that service outcomes are of the highest quality. To engage with and influence local partnerships to create improvements in the quality of life for all those who live and work in Crawley.	
SPECIFIC DUTIES OF POST: Strategic leadership: <ul style="list-style-type: none"> (a) Working with the council's Executive to develop and lead the strategic direction of the council and the town. (b) To advise the council, Cabinet and all committees on matters of policy. (c) To work with councillors to ensure that the council's purpose and priorities are rooted in customer experience and the whole organisation is focussed on delivering high quality services effectively. (d) To ensure the council meets the highest standards in promoting community cohesion and equalities. 	

Managing the organisation:

- (a) To lead and develop an effective top team with Cabinet, Group Leaders and the Corporate Management Team working together on the strategic direction of the council.
- (b) To provide leadership and direction to the council's workforce to ensure that employees understand the strategic direction of the council and that they are engaged and focussed on what really matters to customers.
- (c) To create and maintain a culture of openness and honesty through clear and regular communication with all employees and by role modelling the council's agreed management behaviours.
- (d) To promote a culture of accountability where decisions are taken based on evidence and data and where risk is effectively measured and managed.
- (e) To ensure the council's budgetary processes support the council's purpose and strategic direction.
- (f) To drive the development of options for sustaining services in an era of reduced public spending by understanding the true cost of services, using clear financial measures to challenge expenditure.
- (g) To lead the implementation of the council's transformation programme and to encourage the development of income generation opportunities in line with the budget strategy.
- (h) To develop Members' and Officers' understanding of the emerging new local government financial system and to oversee the development of a five-year budget strategy.
- (i) To deliver a new Town Hall which is cost effective, represents value for money and which enhances the council's reputation.
- (j) To work with partner organisations such as the Coast to Coast LEP, Gatwick Diamond and the Manor Royal BID to deliver economic development and the successful regeneration of Crawley town centre.
- (k) To maintain a high profile for Crawley in West Sussex by working effectively with key partner organisations and neighbouring authorities to attract external funding resources to the town.
- (l) To act as an ambassador for the council promoting the best interests of the community, the council and the area generally at local, regional and national forums.
- (m) To ensure that the council plays an influential role in shaping devolution delivering proposals that do not limit the flexibility of the Borough Council and that are in the interests of Crawley.
- (n) To work effectively with neighbouring authorities and with developers to ensure that Crawley's housing need is met.

UPDATED: January 2017**POSTHOLDER'S SIGNATURE:**

CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

POST: CHIEF EXECUTIVE	POST NO: CX1
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CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
SKILLS/BEHAVIOUR	<ul style="list-style-type: none"> Acute political awareness Resilience and the ability to work effectively under pressure Excellent communication skills and the ability to present information in a persuasive and authentic manner to a wide range of audiences Highly developed emotional intelligence and the ability to develop good working relationships Ability to lead, motivate and empower others and to work as part of a team Willing to challenge the status quo and take responsibility for difficult decisions Ability to think strategically; planning radical and creative solutions and seeing the bigger picture Champion of equality and community cohesion 	
KNOWLEDGE	<ul style="list-style-type: none"> Substantial knowledge of relevant public sector legislation, strategies, initiatives and the direction of travel in local government Awareness of digital potential in the development of services and enthusiasm for implementing them 	
QUALIFICATION AND TRAINING VERIFICATION WILL BE REQUIRED		<ul style="list-style-type: none"> A relevant professional or management qualification
EXPERIENCE	<ul style="list-style-type: none"> Track record of success of senior leadership in a comparable, complex organisation Evidence of developing and delivering high performing services, delivering organisational change and continuous improvement Direct involvement in leading the development of policy in a politically sensitive organisation Evidence of developing effective working between a variety of stakeholders, together with a proven ability to network successfully with external partners Substantial successful experience of cross sector and partnership working Experience of successfully accessing external funding sources to deliver on 	<ul style="list-style-type: none"> Evidence of effective working between members and stakeholders Being a senior leader in a democratically accountable organisation

	<ul style="list-style-type: none"> projects • Experience of customer engagement and advocacy that has contributed to improving services • Experience of successfully delivering efficiencies whilst maintaining and improving services 	
SPECIAL CONDITIONS/OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to work flexibly including attendance at evening meetings and occasional events at the weekend 	

Crawley Borough Council
Minutes of Appointments and Investigating Committee
20 February 2017 at 4.30 p.m.

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Present:

Councillors: D Crow, S J Joyce, K McCarthy, P Lamb P Smith, K Sudan, and K Trussell

Officers Present:

Lucasta Grayson	Head of People and Technology
Carron Burton	HR & OD Manager

1. Appointment of Chair

RESOLVED

That Councillor P Lamb be appointed Chair for the duration of this appointment.

2. Apologies for Absence

No apologies were received.

3. Members' Disclosure of Interests

No disclosure of interests were presented.

4. Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

5. Appointment of Chief Executive

(Exempt Paragraph 1 – Information Relating to an Individual)

The Committee considered applications for the post of Chief Executive with Martin Tucker and Ben Cox consultants with GatenbySanderson who were supporting the recruitment process.

RESOLVED

That the eight candidates identified by the Committee be selected for the long list interviews.

(The meeting concluded at 5.35 p.m.)

P K LAMB
Chair

Crawley Borough Council

Minutes of Appointments and Investigating Committee

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2 March 2017 at 4.30 pm.

Present:

Councillors: P Lamb (Chair), D Crow, S J Joyce K McCarthy, P Smith, K Sudan,
and K Trussell

Officers Present:

Lucasta Grayson	Head of People and Technology
Carron Burton	HR & OD Manager

6. Apologies for Absence

An apology was received by Councillor Joyce.

7. Members' Disclosure of Interests

No disclosure of interests were presented.

8. Minutes

The minutes of the meeting of the Appointments and Investigating Committee on 20 February 2017 were approved as a correct record.

9. Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

10. Appointment of Chief Executive

(Exempt Paragraph 1 – Information Relating to an Individual)

The Committee considered the eight long listed candidates' applications for the post of Chief Executive with Martin Tucker and Ben Cox consultants with GatenbySanderson who were supporting the recruitment process.

RESOLVED

That the three candidates identified by the Committee be selected for the final shortlist interviews.

(The meeting concluded at 5.15 pm)

P K LAMB
Chair

Crawley Borough Council

Minutes of Appointments and Investigating Committee

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10 March 2017 at 9.00 am.

Present:

Councillors: P Lamb (Chair), D Crow, S J Joyce K McCarthy, P Smith, K Sudan,
and K Trussell

Officers Present:

Lucasta Grayson Head of People and Technology

11. Apologies for Absence

No apologies were received.

12. Members' Disclosure of Interests

No disclosure of interests were presented.

13. Minutes

The minutes of the meeting of the Appointments and Investigating Committee on 2 March 2017 were approved as a correct record.

14. Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

15. Appointment of Chief Executive

(Exempt Paragraph 1 – Information Relating to an Individual)

The Committee interviewed a shortlist of three applicants for this appointment with Ben Cox of GatenbySanderson and Lucasta Grayson Head of People & Technology who were supporting the recruitment process were also in attendance.

In making the final decision the Committee received feedback from the External Stakeholders and Employees Interview Panels, which was presented by Peter Browning, Acting Chief Executive and Carron Burton, HR & OD Manager.

RESOLVED

That the post be offered to Natalie Brahma-Pearl, currently Director of Community Services. Horsham District Council subject to, and in accordance with the terms of the Council's Constitution, any objections from Members of the Cabinet and to formal approval by the Council at its meeting on 22 March 2017.

(The meeting concluded at 1.57 pm)

P K LAMB
Chair

Natalie Brahma-Pearl
Career History

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Director of Community Services

Horsham District Council

January 2010 – to date

Head of Community & Democratic Services

East Hampshire District Council

October 2008 – January 2010

Community Wellbeing Manager

Adur & Worthing Councils

April 2004 – October 2008

Community Planning & Sustainability Manager

Adur District Council

May 1999 – March 2004

Principal Environmental Officer

London Borough of Harrow

August 1995 – June 1997

Environmental Officer

Lancaster City Council

September 1994 – August 1995