

Crawley Borough Council

**Full Council**

**Supplementary Agenda**

**Tuesday, 19 September 2023**



Chief Executive

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

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To consider report LDS/208 of the Head of Governance, People and Performance and the Leader of the Council.

*NOTE: The Chair has agreed that, although this report and information was not available for at least five clear days before the meeting, there are special circumstances justifying its urgent consideration.*



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# Agenda Item 3

## Crawley Borough Council

### Report to Full Council

Tuesday 19 September 2023

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

*Head of Governance, People and Performance  
LDS/208*

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#### **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 Employment Panel nomination of Ian Duke as the new Chief Executive.
- 2) agrees the appointment of Ian Duke to the position of Chief Executive of Crawley Borough Council with effect Monday 25 September 2023, at a salary of £118,486 p.a.
- 3) agrees the designation of Ian Duke as Head of Paid Service of Crawley Borough Council under Section 4 of the Local Government and Housing Act 1989 with effect from Monday 25 September 2023.
- 4) appoints Ian Duke, as the Returning Officer and the Electoral Registration Officer, with effect from Monday 25 September 2023.

#### **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.

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## 4. Background for the Recommendations

- 4.1 Following the announcement on 14 June 2023 that the current Chief Executive Natalie Brahma-Pearl would be leaving the Authority, the Leader instructed that a recruitment process commence, in line with the process set out in the Constitution.
- 4.2 The Leader requested that the Chief Executive lead the recruitment process so that her successor should be appointed before her departure.
- 4.3 In late July 2023 the role was advertised for nearly four weeks both externally and internally within the organisation. A copy of the Job Description is attached as Appendix A.
- 4.4 Following the close of the application, a longlisting process took place followed by Preliminary Technical Interviews, carried out by the Chief Executive and another Chief Executive from another local authority.
- 4.5 From this process three candidates were shortlisted and put forward to the next stage of the process, which consisted of a further set of three interviews, held on Wednesday 6 September 2023. The first was with a panel of External Stakeholders including representatives from NHS West Sussex, the Town's Board, Coast to Coast Capital, Sussex Police, Crawley College, and Crawley Community Action. The second panel consisted of CBC staff/employees and the third panel was with the CBC Corporate Management Team.
- 4.6 The Employment Panel was convened on Wednesday 13 September 2023, to hold the final set of interviews. Based on the interviews with the Councillor Panel and combined with feedback from the External Stakeholders and Employee/ CMT interview Panels, the Employment Panel agreed to nominate Ian Duke as the new Chief Executive.
- 4.7 Following the Panel reaching its decision, the five Members of the Cabinet who were not on the Employment Panel, 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.
- 4.8 A copy of the Employment Panel notes is included as Annex 1 to this report.

## 5. Details of the Employment and Implications

- 5.1 Under the statutory guidance in Section 40 of the Localism Act 2011, elected Councillors 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 2023/ 2024 which the Full Council agreed on 22 February 2023.
- 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.

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- 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, Ian Duke will start his new role on Monday 25 September 2023.

## Crawley Borough Council

### Minutes of Employment Panel

**13 September 2023 at 10.00 am.**

**Present:**

Councillors: M G Jones (Chair), D Crow, K L Jaggard, P K Lamb, S Mullins and A Nawaz

**Officers Present:**

Natalie Brahma-Pearl  
Carron Burton

Chief Executive.  
HR & OD Manager.

**Apologies for Absence**

Councillors: R A Lanzer

**1. Disclosure of Interests**

No disclosure of interests were presented.

**2. 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.

**3. Appointment of Chief Executive**

*(Exempt Paragraph 1 – Information Relating to an Individual)*

The Committee interviewed a shortlist of three applicants for this appointment.

In making the final decision the Committee received feedback from the External Stakeholders, Corporate Management Team (CTY) and Employees Interview Panels, which was presented by Natalie Brahma-Pearl, Chief Executive and Carron Burton, HR & OD Manager.

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## **RESOLVED**

That the post be offered to Ian Duke, currently Deputy Chief Executive, Crawley Borough 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 Full Council at its meeting on 19 September 2023.

M G Jones  
**Chair**

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# JOB DESCRIPTION



<b>POST:</b> Chief Executive	<b>POST NO:</b> CX1
<b>DIRECTORATE/DIVISION:</b> Chief Executive	
<b>SCALE:</b> Local scale based on JNC for Chief Executives	
<b>ANY SPECIAL CONDITIONS:</b> <ul style="list-style-type: none"><li>(a) Essential car user status</li><li>(b) JNC for Chief Executive's conditions of service including three months' notice</li><li>(c) This is a politically restricted post.</li><li>(d) Returning Officer</li><li>(e) Electoral Registration Officer</li></ul>	
<b>RESPONSIBLE TO:</b> The council through the Executive	
<b>RESPONSIBLE FOR (POSTS):</b> <p>Directly: Deputy Chief Executive Head of Corporate Resources Head of Planning &amp; Economic Development Head of Governance, People &amp; Performance Communications Manager PA to CEx/Deputy CEx</p> <p>Indirectly: All employees and services provided by the council.</p>	
<b>MAIN PURPOSE OF POST:</b> <p>The Chief Executive is the most senior officer, working across the Council as Head of Paid Service [fulfilling the statutory role] and is responsible for the overall leadership and management of the organisation and to act as the main link between Council Members and Officers.</p> <p>To be responsible for the overall strategic 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.</p> <p>To engage with and influence local partnerships to create improvements in the quality of life for all those who live and work in Crawley.</p> <p>The Chief Executive acts as an ambassador for the council and must be fully engaged with stakeholders, partner organisations and the community to ensure delivery of the council's priorities.</p> <p>To operate as an inclusive leader, demonstrating authenticity and humanity, having the courage to speak up, hold people to account for their behaviours and challenge the status quo.</p>	
<b>SPECIFIC DUTIES OF POST:</b> <p><b>Strategic leadership:</b></p> <ul style="list-style-type: none"><li>(a) Working with the council's Executive to develop and lead the strategic direction of the council and the town.</li><li>(b) To advise the council, Cabinet and all committees on matters of policy.</li><li>(c) To work with councillors to ensure that the council's purpose and priorities are rooted in customer</li></ul>	

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.
- (e) Working with a diverse workforce to drive high performance.
- (f) Increase service productivity and innovation to deliver good services.
- (g) To act as the Returning Officer and Electoral Registration Officer

**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 be responsible for the governance of the council, ensuring all statutory, constitutional and legal requirements are met and the council is steered and managed to the highest standards of probity and accountability in public life.
- (d) 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 values and behaviours.
- (e) To promote a culture of accountability where decisions are taken based on evidence and data and where risk is effectively measured and managed.
- (f) To ensure the council’s budgetary processes support the council’s purpose and strategic direction, including planning future allocation of resources for the long-term benefit of the council through the delivery of Medium-Term Financial Strategy and ensuring the council is actively seeking new and emerging sources of funding.
- (g) 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.
- (h) 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.
- (i) To work with partner organisations such as the Coast-to-Capital LEP, Gatwick Diamond and the Manor Royal BID, Town Centre BID, Greater Brighton Economic Board to deliver economic development and the successful regeneration of Crawley and its town centre.
- (j) 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.
- (k) 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.
- (l) To ensure that the council plays an influential role in shaping any future devolution proposals that do not limit the flexibility of the Borough Council and that are in the interests of Crawley.
- (m) To work effectively with neighbouring authorities and with developers to ensure that Crawley’s housing need is met.

**UPDATED: July 2023**

**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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<b>CHARACTERISTIC</b>	<b>SPECIFICATION</b>	
	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
SKILLS/BEHAVIOUR	<ul style="list-style-type: none"> <li>Acute political awareness</li> <li>Resilience and the ability to work effectively when there are multiple demands.</li> <li>Excellent communication skills and the ability to present information in a persuasive and authentic manner to a wide range of audiences</li> <li>The ability to win the confidence of, and forge effective relationships with, elected members, officers, community partners and the business sector</li> <li>Highly developed emotional intelligence and the ability to develop good working relationships</li> <li>Ability to lead, motivate and empower others and to work as part of a team</li> <li>Willing to challenge the status quo and take responsibility for difficult decisions</li> <li>Ability to think strategically, planning radical and creative solutions and seeing the bigger picture.</li> <li>Leadership skills in the management of change and transformation</li> <li>Champion of equality and community cohesion</li> </ul>	
KNOWLEDGE	<ul style="list-style-type: none"> <li>Substantial knowledge of relevant public sector legislation, strategies, initiatives, and the direction of travel in local government</li> <li>Awareness of digital potential in the development of services and enthusiasm for implementing them</li> <li>Understanding Local Government Finance</li> </ul>	
QUALIFICATION AND TRAINING  VERIFICATION WILL BE REQUIRED	<ul style="list-style-type: none"> <li>Significant experience of managing people and large organisations</li> <li>Qualified to Degree level</li> </ul>	<ul style="list-style-type: none"> <li>A relevant professional or management qualification.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Track record of success of senior leadership in a comparable, complex organisation</li> <li>Evidence of developing and delivering high performing services, delivering organisational change and continuous improvement</li> <li>Being a senior leader in a democratically accountable organisation</li> </ul>	

	<ul style="list-style-type: none"> <li>• Direct involvement in leading the development of policy in a politically sensitive organisation</li> <li>• Evidence of developing effective working between elected members and a variety of stakeholders, together with a proven ability to network successfully with external partners</li> <li>• Substantial successful experience of cross sector and partnership working.</li> <li>• Experience of successfully accessing external funding sources to deliver on projects</li> <li>• Experience of customer engagement and advocacy that has contributed to improving services</li> <li>• Experience of successfully delivering efficiencies whilst maintaining and improving services</li> </ul>	
<p>SPECIAL CONDITIONS/OTHER REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly including attendance at evening meetings and occasional events at the weekend</li> <li>• On-call emergency planning/urgent response</li> </ul>	

July 2023