

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

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.

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.

- 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.

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

