

Meeting of West Berkshire District Council

Thursday 7 November 2024

Summons and Agenda



To: All Members of the Council

*You are requested to attend an extraordinary
meeting of*

WEST BERKSHIRE DISTRICT COUNCIL

to be held in the

**COUNCIL OFFICES, MARKET STREET,
NEWBURY**

on

Thursday 7 November 2024

at 5.00 pm



Sarah Clarke
Service Director – Strategy & Governance
West Berkshire District Council

Date of despatch of Agenda: Tuesday 29 October

AGENDA

Part I

1. **APOLOGIES FOR ABSENCE**

To receive apologies for inability to attend the meeting (if any).
(Pages 5 - 6)

2. **DECLARATIONS OF INTEREST**

To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
(Pages 7 - 8)



WestBerkshire
C O U N C I L

3. APPOINTMENT OF HEAD OF PAID SERVICE

Purpose: The Council's current Chief Executive and head of paid service, Nigel Lynn, leaves the Council on 7 November 2024. The Council is required in accordance with section 4 of the Local Government and Housing Act 1989, to designate an officer as its head of paid service. This report therefore seeks approval for the appointment of an interim Chief Executive, who will be designated as the Council's head of paid Service. Details of the proposed appointee appear in Appendix A.

(Pages 9 - 14)

4. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

That members of the press and public be excluded from the meeting during consideration of the following item as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. [Section 10 of Part 10 of the Constitution outlines the exclusion of the press and public to meetings.](#)

(Pages 15 - 16)

Part II

5. APPOINTMENT OF HEAD OF PAID SERVICE - APPENDIX

Part II Appendix (to follow).

If you require this information in a different format or translation, please contact Darius Zarazel on telephone 01635 519778.



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Item 1 – Apologies for Absence

Verbal Item

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Item 2 – Declarations of Interest

Verbal Item

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Appointment of Head of Paid Service

Committee considering report:	Council
Date of Committee:	7 th November 2024
Portfolio Member:	Councillor Jeff Brooks
Date Head of Service agreed report: <i>(for Corporate Board)</i>	
Date Portfolio Member agreed report:	26 October 2024
Report Author:	Sarah Clarke
Forward Plan Ref:	

1 Purpose of the Report

The Council's current Chief Executive and head of paid service, Nigel Lynn, leaves the Council on 7th November 2024. The Council is required in accordance with section 4 of the Local Government and Housing Act 1989, to designate an officer as its head of paid service. This report therefore seeks approval for the appointment of an interim Chief Executive, who will be designated as the Council's head of paid Service. Details of the proposed appointee appear in Appendix A.

2 Recommendations

It is recommended that Council approve the appointment of the candidate for the role of interim Chief Executive proposed by the Member Appointment Panel detailed in Appendix A, who will be designated as the head of paid service and returning officer with effect from 8th November 2024.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	A budget exists for the role of Chief Executive.
Human Resource:	This proposed interim appointment is recommended following an internal recruitment process and on the recommendation of a Member Recruitment Panel.
Legal:	The Council is required, in accordance with the provisions of section 4 of the Local Government and Housing Act 1989, to

	designate one of their officers as the Council's head of paid service. The proposals in this report seek to ensure that the Council complies with that duty.			
Risk Management:	None			
Property:	None			
Policy:	Not applicable			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Environmental Impact:		X		
Health Impact:		X		
ICT Impact:		X		
Digital Services Impact:		X		

Council Strategy Priorities:		X		
Core Business:		X		
Data Impact:		X		
Consultation and Engagement:	The recommendation in this report is made following a recruitment process undertaken by a cross party Member Appointments Panel. The Panel were supported by officers in HR, and external advice to assist in this exercise.			

4 Executive Summary

- 4.1 It is proposed that Council approve the appointment of an interim Chief Executive, who will be appointed within the current salary range of £159,477 to £162,734, as detailed in the Statutory Pay Policy that was approved by Council in March 2024. Details of the proposed candidate for the role and the proposed salary are contained in Appendix A.
- 4.2 The function of appointing an officer as the head of paid service is reserved to Council under the Local Authorities (Standing Orders) (England) Regulations 2001, which must approve the appointment prior to a formal offer being made to an individual.

5 Supporting Information

Introduction

- 5.1 The Chief Executive plays a vital role within a local authority providing managerial leadership to the organisation, whilst ensuring that robust resource management processes and procedures exist to support the effective and efficient operation of the Council.
- 5.2 The Chief Executive will also work closely with Members to support the development and delivery of strategic priorities, in addition to ensuring that essential business as usual functions continue to be delivered by the Council for the communities that we serve.

Background

- 5.3 It was announced on the 8th October 2024 that Nigel Lynn was stepping down from his role as Chief Executive of West Berkshire Council for personal reasons.
- 5.4 Given the significant and statutory role of the Chief Executive, it was essential that a recruitment process be undertaken promptly to ensure that the Council could continue to operate effectively and with a head of paid service.

- 5.5 The individual appointed as the Chief Executive will be designated as the Council's head of paid service, for the purposes of section 4 of the Local Government and Housing Act 1989. The postholder will also be designated as the returning officer for the purpose of elections.
- 5.6 A recruitment process was therefore undertaken, and the recommendation is made to Council in accordance with the proposals of a cross party Member Recruitment Panel which considered the applications for this role.

Proposals

- 5.7 This report proposes that Council appoint the interim Chief Executive detailed in Appendix A, who will be designated as the Council's head of paid service.
- 5.8 A further process will follow in due course to make a permanent appointment to this role.

6 Other options considered

- 6.1 The Council is required by law to designate an officer as the Council's head of paid service and this appointment must be approved by Council. Not making an appointment is not therefore recommended.
- 6.2 To make a permanent appointment. Given the time constraints and the need to designate an officer as the head of paid service, this was not considered a viable option in the time available.

7 Conclusion

- 7.1 Having a Chief Executive in post is necessary to ensure that the Council continue to operate effectively in supporting its communities, and in delivering the ambitious Council Strategy. It is therefore recommended that Council approve the appointment of the Officer detailed at Appendix A as interim Chief Executive and as the Council's head of paid service.

8 Appendices

8.1 Appendix A – TO FOLLOW

Individual recommended to Council as interim Chief Executive and head of paid service

RESTRICTED: This Appendix is **not for publication** by virtue of exempt information of the description contained in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the [Local Government \(Access to Information\)\(Variation\) Order 2006](#).

Paragraph 1 – information relating to an individual

Paragraph 2 – information identifying an individual

Paragraph 3 – information relating to financial/business affairs of particular person

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months

Item is Urgent Key Decision

Report is to note only

Wards affected: N/A

Officer details:

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Item 4 – Exclusion of the Press and Public

Verbal Item

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