

# **Extraordinary Meeting of West Berkshire District Council**

**Thursday 1 May 2025**

***Summons and Agenda***

---



**WestBerkshire**  
C O U N C I L

To: All Members of the Council

*You are requested to attend a meeting of*  
**WEST BERKSHIRE DISTRICT COUNCIL**  
*to be held in the*  
**COUNCIL OFFICES, MARKET STREET,  
NEWBURY**

on  
**Thursday 1 May 2025**  
**at 5.00 pm**

*Sarah Clarke.*

Sarah Clarke  
Interim Executive Director – Resources  
West Berkshire District Council

Date of despatch of Agenda: Wednesday 23 April 2025

---

## **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 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. On 7<sup>th</sup> November 2024 Council approved the appointment of an Interim Chief Executive and head of paid service, Joseph Holmes.

This report seeks approval for the permanent appointment to the Chief Executive post, 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 items 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.](#)

## **Part II**

**5. APPOINTMENT OF HEAD OF PAID SERVICE - APPENDIX**

Exempt by virtue of paragraphs 1, 2, and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Part II Appendix (to follow).

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



This page is intentionally left blank

Council – 1 May 2025

## **Item 1 – Apologies for Absence**

Verbal Item

This page is intentionally left blank

Council – 1 May 2025

## **Item 2 – Declarations of Interest**

Verbal Item

This page is intentionally left blank



---

## Appointment of Head of Paid Service

---

<b>Committee considering report:</b>	Council
<b>Date of Committee:</b>	1 <sup>st</sup> May 2025
<b>Portfolio Member:</b>	Councillor Jeff Brooks
<b>Report Author:</b>	Sarah Clarke

---

### 1 Purpose of the Report

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. On 7<sup>th</sup> November 2024 Council approved the appointment of an Interim Chief Executive and head of paid service, Joseph Holmes.

This report seeks approval for the permanent appointment to the Chief Executive post, 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 Chief Executive proposed by the Member Appointment Panel as detailed in Appendix A, who will be designated as the Council's head of paid service and returning officer with effect from a date to be confirmed in the contract of employment.

### 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	A budget exists for the role of Chief Executive.
<b>Human Resource:</b>	This proposed permanent appointment is recommended following a full recruitment process and on the recommendation of a Member Recruitment Panel.
<b>Legal:</b>	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.			
<b>Risk Management:</b>	None			
<b>Property:</b>	None			
<b>Policy:</b>	Not applicable			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact:</b>		X		
<b>Health Impact:</b>		X		
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		

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

## 4 Executive Summary

- 4.1 It is proposed that Council approve the appointment of a Chief Executive, who will be appointed within the current salary range of £163,464 to £166,803, as detailed in the Statutory Pay Policy that was approved by Council in March 2025. 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 Following an internal recruitment process to appoint an interim Chief Executive following the departure of the previous post holder, Joseph Holmes was appointed as Interim Chief Executive following a resolution of Council on 7<sup>th</sup> November 2024.
- 5.4 The individual appointed as the Chief Executive is 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.

- 5.5 A recruitment process has since been undertaken to appoint a permanent Chief Executive, and there was significant interest for this critical role. The candidates underwent a robust selection process, involving several key stakeholder groups.
- 5.6 The recommendation to appoint the candidate detailed in Appendix A 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 Chief Executive detailed in Appendix A, who will be designated as the Council's head of paid service.

## 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 extend the existing interim arrangement. Given the need to designate an officer as the head of paid service, and having regard to the strategic importance of this role, an ongoing interim arrangement is not recommended.

## 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 Chief Executive and as the Council's head of paid service.

## 8 Appendices

- 8.1 **RESTRICTED:** Appendix A (**To follow**) – Individual recommended to Council as Chief Executive and head of paid service

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:**

Name: Sarah Clarke  
Job Title: Service Director – Strategy, ICT & Governance  
Tel No: 01635 519596  
E-mail: sarah.clarke@westberks.gov.uk

---

This page is intentionally left blank