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# **Appointment of Chief Operating Officer**

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Decision to be taken by: Council

Date of meeting: 17<sup>th</sup> February 2021

Lead director/officer: Monitoring Officer

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## Useful information

- Ward(s) affected: All
- Report author: Kamal Adatia
- Author contact details: [Kamal.Adatia@leicester.gov.uk](mailto:Kamal.Adatia@leicester.gov.uk)

### 1. Summary

This report sets out the process that has been followed to recruit to the post of Chief Operating Officer/Head of Paid Service, and recommends the appointment of Alison Greenhill as the Council's new Chief Operating Officer/Head of Paid Service with effect from 1 March 2021 in accordance with the requirements of Section 4 of the Local Government and Housing Act 1989.

### 2. Recommended actions/decision

The Council is requested to:

2.1 RESOLVE that Alison Greenhill be appointed as the Council's Chief Operating Officer and Head of Paid Service with effect from 1 March 2021, in accordance with the recommendation of the Employees Committee made on 3<sup>rd</sup> February 2021.

### 3. Detailed report

#### 3.1 Background

Members will be aware that the Chief Operating Officer, Andy Keeling, has secured an alternative position with the Falkland Islands Government and the post of Chief Operating Officer becomes vacant with effect from 1st April 2021.

It is therefore necessary for the Council to make arrangements for the recruitment of a Chief Operating Officer/Head of Paid Service in accordance with the statutory requirement as set out within Section 4 of the Local Government and Housing Act 1989 to appoint a Head of Paid Service.

#### 3.2 Governance

The Council's Constitution and Officer Employment Procedure Rules (Part 41 of the Constitution) state that the Employees Committee of the Council is responsible for undertaking the recruitment of, and overseeing the appointment of, the post of Chief Operating Officer/Head of Paid Service. It is also responsible for recommending to Council the appointment of the preferred candidate.

Those Officer Employment Procedure Rules also state that “*The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a committee or sub- committee of the Council*”

### 3.3 Procedure

The following timetable was adopted:

- 18<sup>th</sup> January 2021 - closing date for applications. Twenty seven applications were received.
- 19<sup>th</sup> January 2021 - Shortlisting was undertaken by Employees Committee (Appointments). Six candidates were shortlisted.
- Online Assessments
- 28<sup>th</sup> January 2021 - Assessment Centre comprising (i) technical interview (undertaken by Andy Keeling and Kamal Adatia) and (ii) Executive Member presentation. Four candidates were taken forward.
- 3<sup>rd</sup> February 2021 - Final Member interview undertaken by the Council’s’ Employees Committee (Appointments). They will formally recommend a candidate to Full Council
- 17<sup>th</sup> February 2021 - Full Council will be invited to endorse the selected candidate.

## 4. Financial, legal, equalities and other implications

### 4.1 Financial implications

There are no financial implications arising directly from this report. – Colin Sharpe, Deputy Director of Finance, ext. 37 4081

### 4.2 Legal implications

The Council has a statutory duty to appoint a Head of Paid Service under Section 4 of the Local Government and Housing Act 1989, this role is fulfilled for the Council by the Chief Operating Officer. Kamal Adatia, City Barrister & Head of Standards ext 1401

### 4.3 Equalities implications

There are no equality implications arising directly from this report.  
Surinder Singh, Equalities Officer ext. 37 4148

#### 4.4 Climate change and carbon reduction implications

There are no significant climate change implications associated with this report.

Aidan Davis, Sustainability Officer, Ext 37 2284

#### 4.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

None.

#### **5. Background information and other papers:**

None

#### **6. Summary of appendices:**

Appendix 1 – Recommendation of Employees Committee dated 3<sup>rd</sup> February 2021

#### **7. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?**

No

#### **8. Is this a “key decision”? If so, why?**

No