

**NON EXEMPT**

## **HAVANT BOROUGH COUNCIL**

---

**HUMAN RESOURCES COMMITTEE**

**DATE 11 April 2022**

**Appointment of Interim Chief Executive & Head of Paid Service**

**Report by (Deputy) Monitoring Officer and Head  
of Organisational Development**

**FOR NOTING & DECISION**

**Key Decision: No**

**Report Number: HBC/041/2022**

---

### **1.0 Purpose of Report**

This report sets out the interview process for the Interim Chief Executive Officer & Head of Paid Service and also contains a recommendation regarding appointment.

### **2.0 Recommendation**

That:

- a) *The Committee notes the recruitment process for the appointment of Interim Chief Executive Officer & Head of Paid Service; and*
- b) *That the Committee recommends to next full Council that Kim Sawyer be appointed as Interim Chief Executive Officer & Head of Paid Service*

### **3.0 Background**

**3.1** In January of this year Council considered the issues for commencing the withdrawal process from the inter authority agreement between East Hampshire District Council and Havant Borough Council which pertained to the Joint Management Team.

**3.2** As part of that consideration, Council decided that the then Chief Executive put in place appropriate measures for both Councils to adhere to their respective Conflicts of Interest Policy. For this

purpose, Council confirmed Kim Sawyer as the acting Chief Executive and Head of Paid Service for Havant Borough Council alone until such time as the council could secure an interim Chief Executive and Head of Paid Service.

- 3.3** Committee is recommended to appoint Kim Sawyer Interim Chief Executive and Head of Paid Service for the duration of the period it takes to recruit permanently to this post.

#### **4.0 Subject of Report**

- 4.1** The function of recommending appointments to Council regarding the Head of Paid Service role is reserved to this Committee under of Section F 1 of the Constitution.

- 4.2** Order 86.5 Officer Employment Standing Orders (Part Three, Section F) (the ESOs) provides that where the Council proposes to appoint exclusively from amongst existing officers then this Committee shall “make arrangements in connection with this appointment”.

This report sets out below what those arrangements should be.

- 4.3** Order 87.2 of the ESOs provides that the power to appoint will rest with Council following receipt of and in the event of approval of any recommendation made to it by the Committee.

- 4.4** The recruitment process will consist of the following stages:

1. Interview by this Committee
2. Assessment
3. recommendation
4. Consultation with Cabinet Members
5. Appointment

- 4.5** For the convenience of Committee a Job Description for this role is annexed at Appendix No 1. A curriculum vitae for Ms Swayer is annexed to this report at Appendix No 2. HR Committee will undertake Stages 1, 2 & 3; Stage 4 consultation will be handled by the Head of OD and full Council makes the appointment (Stage 5) for the reason set out in paragraph 4.3 above.

- 4.6** Order 87.2 of the ESOs provides that where the Council is proposing to appoint to the Head of Paid Service role the Committee shall include at least one Cabinet member.

- 4.7** Attached at Appendix No 1 to this report is the Job Description for chief executive.

- 4.8** Attached at Appendix No 2 is the curriculum vitae for Ms Sawyer

## **5.0 Implications**

**5.1 Resources:** The interim post will be met within existing budgets

**5.2 Legal:** There is a statutory requirement contained within s4 of the Local Government and Housing Act 1989 for the Council to have a Head of Paid Service

## **4.3 Consultation**

Discussed with the Leader

## **Appendices**

Appendix 1: Job Description

Appendix 2: Curriculum Vitae

**Contact Officer:** Mark Watkins  
**Job Title:** Deputy Monitoring Officer  
**E-Mail:** [mark.watkins@havant.gov.uk](mailto:mark.watkins@havant.gov.uk)