

**NON-EXEMPT**

## **HAVANT BOROUGH COUNCIL**

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**HUMAN RESOURCES COMMITTEE**

**DATE 7 June 2022**

**Appointment of Executive Head of Internal Services**

**Report by Interim Chief Executive (Head of Paid Service)**

**FOR DECISION**

**Key Decision: No**

**Report Number: HBC/056/2022**

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### **1.0 Purpose of Report**

This report sets out the process for the appointment of the Executive Head of Internal Services

### **2.0 Recommendation**

That:

*The Committee consider the appointment of the Executive Head of Internal Services*

### **3.0 Background**

**3.1** Havant Borough Council resolved to withdraw from the Joint Management Team Agreement with East Hampshire District Council on the 26 January 2022. The business case for Havant Borough Council to become a standalone Council was approved on 16 March 2022.

**3.2** The Chief Executive, as Head of Paid Service, proposed a senior management structure for the standalone Council to Council on 13 April and consultation with staff began on 20 April. Havant Borough Council approved the senior management structure on 18 May 2022.

**3.3** During the consultation process one person expressed an interest in the role of Executive Head of Internal Services.

**3.4** The purpose of this meeting is to consider the expression of interest and make the decision whether to appoint the applicant.

- 3.5** The Executive Head of Internal Services is a chief officer role reporting directly to the Chief Executive as set out in the attached structure chart at Appendix 1

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

- 4.1** The functions for the appointment of “chief officers” is reserved to this Committee under paragraph 2.2 of Section F 1 of the Constitution.

- 4.2** Order 89.1 of Officer Employment Standing Orders (Part Three, Section F) (the ESOs) provides that the appointment of a chief officer will be decided by this Committee, and moreover 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** The above arrangements will consist of the following:

1. Interview
2. Assessment
3. Appointment
4. Consultation with Cabinet Members

The expression of interest for this role, which comprises a CV and covering letter is included as an exempt appendix 2 to this report. The interim Chief Executive has informally assessed their ability to undertake this role and has suggested some potential questions for each applicant, also included within exempt Appendix 2.

- 4.4** HR Committee will undertake Stage 1, 2 & 3; consultation (Stage 4) will be handled by the Chief Executive.

- 4.5** Order 87.2 of the ESOs provides that where the Council is proposing to appoint a chief officer then the Committee shall include at least one Cabinet member.

#### **5.0 Implications**

- 5.1 Resources:** The post is within existing budgets

- 5.2 Legal:** As outlined in this report

#### **4.3 Consultation**

Discussed with the Leader & Deputy Leader

**Contact Officer:** Kim Sawyer  
**Job Title:** Interim Chief Executive  
**E-Mail:** kim.sawyer@havant.gov.uk