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| REPORT TO: | Management Review Committee | |
| DATE: | 06 September 2017 | |
| PORTFOLIO: | Cllr Gareth Molineux - Resources | |
| REPORT AUTHOR: | Kirsten Burnett | |
| TITLE OF REPORT: | Chief Executive Officer notice period | |
| EXEMPT REPORT (Local Government Act 1972, Schedule 12A) | No | Not applicable |
| KEY DECISION: | No | If yes, date of publication: |

1. Purpose of Report

1.1 To approve the proposal to amend the notice period for the Chief Executive Officer post.

2. Recommendations

2.1 That the notice period for the Chief Executive Officer post is increased from three months to four months.

2.2 That delegated authority is given to the Head of HR to action future changes to the terms and conditions for the Chief Executive Officer and Executive Directors, providing that there is no additional cost to the Council and that the postholders and the Leader of the Council agree to the proposed changes.

3. Reasons for Recommendations and Background

3.1 There has been a recent review of notice periods with a view to ensuring business continuity. It emerged that the two Executive Directors are subject to a four month notice period while the Chief Executive Officer post only requires three months.

3.2 Notice periods of between three and six months are typical for Chief Executive Officers.

3.3 Discussion with Management Team recommended extending the notice period of the CEO to four months to bring it into line with the Executive Director roles. The CEO and Leader both support this proposal.

4. Alternative Options considered and Reasons for Rejection

4.1 Maintaining the current position leaves an anomaly with the most senior officer in the authority requiring a shorter notice period than two of his direct reports. Four months is considered to provide more resilience in the event of the CEO resigning and the Council needing to recruit to the post.

5. Consultations

5.1 The Leader and CEO have been consulted and are in agreement with the proposal.

6. Implications

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| Financial implications (including any future financial commitments for the Council) | The notice period works both ways, so if the Council were to terminate the contract of the CEO, the postholder would receive four months' notice rather than the current three months. |
| Legal and human rights implications | This proposal would require a change to the contractual terms and conditions of the postholder. |
| Assessment of risk | N/a |
| Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.</i> | Not required. |

7. Local Government (Access to Information) Act 1985: List of Background Papers

None.