

 Brent	<p align="center">Full Council</p> <p align="center">22 June 2015</p> <p align="center">Report from the Chief Operating Officer</p>
For Action	Wards Affected: ALL
<p>The Appointment of the Chief Executive and Designation of Head of Paid Service.</p>	

1.0 Summary

- 1.1 To approve the appointment of the Chief Executive for The London Borough of Brent and to designate an Officer of the Council as the Council's Head of Paid Service.

2.0 Recommendation

- 2.1 To approve the appointment of Carolyn Downs, CB, as Chief Executive and designate Carolyn Downs as the Head of Paid Service with effect from 7 September 2015.

3.0 Background

- 3.1 The Council undertook a procurement exercise to appoint recruitment consultants to undertake the task of finding suitable candidates for the post of Chief Executive. Davidson and Bloomsbury Resourcing were appointed and they were able to encourage a strong, diverse and lengthy field of 23 applicants. Following discussion with the Senior Staff Appointments Sub-Committee, a long list of 12 suitable candidates was produced and all of those candidates were subject to a lengthy interview process and paper based assessment by the consultants. These were again discussed with the Senior Staff Appointments Sub-Committee; as a result of that process a shortlist of 5 candidates was prepared. One of those candidates withdrew from the process and so 4 candidates attended an informal event with members and were also formally interviewed.
- 3.2 In accordance with the Council's Constitution, the Senior Staff Appointments Sub Committee met on Tuesday 19 May 2015. The Committee was

constituted of Councillors Butt, Hirani, Kansagra, Mashari and Pavey, advised by the consultants. As a result of that interview process the Committee resolved that the post of Chief Executive should be offered to Carolyn Downs, subject to the Cabinet notification requirements and the approval of Full Council.

- 3.3 Carolyn Downs is presently the Chief Executive of the Local Government Association. Before she held this role, she was Chief Executive of the Legal Services Commission where her role was to drive performance and secure a stronger financial future. Carolyn was also previously Deputy Permanent Secretary and Director General of corporate performance at the Ministry of Justice. She was responsible for all corporate services, including finance, estates, personnel, risk management, business planning and communications. From 2003 to 2009, Carolyn was Chief Executive of Shropshire County Council. She has extensive local government experience, including that of Director of Environment and Community. She began her career in local government as a Library Assistant at Bolton Council.
- 3.4 In accordance with Standing Order 77, the Cabinet has been informed of the preferred choice of candidate and no objection has been made to the proposed appointment. If Council approves the recommendation a formal offer of appointment can be made and a date for the commencement of Ms Down's employment agreed.

4.0 Financial Implications

- 4.1 The remuneration of the Chief Executive is set out in the Pay Policy Statement agreed by Full Council on 2nd March 2015. Ms Downs will be paid at the top of the scale. She does not wish to be part of the local government pension scheme.

5.0 Legal Implications

- 5.1 There are two clear and distinct concepts, namely the contractual appointment to the post of Chief Executive, and the designation of an officer of the Council as Head of Paid Service. It is usual for one individual to discharge both roles.
- 5.2 The Local Authorities (Standing Orders) Regulations 1993, as amended, and the Local Authorities (Standing Orders) (England) Regulations 2001 as applied by the Council's Constitution make clear that it is for full Council to determine any appointment to the contractual post of Permanent Chief Executive and to designate an officer of the Council as the Council's Head of Paid Service under section 4 of the Local Government and Housing Act 1989.

6.0 Diversity Implications

- 6.1 The brief for the recruitment consultants emphasised the importance of producing a diverse field of applicants. This was an important consideration at each stage of the process.

Background Papers

None.

Contact Officer

Fiona Alderman, Chief Legal Officer, Chief Operating Officer's Department, Brent Council, Brent Civic Centre, Engineers Way, Wembley HA9 0FTJ

Tel: 020 8937 4101

Brent Council, Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ

LORRAINE LANGHAM
CHIEF OPERATING OFFICER