

REPORT TO: Council

DATE: 3 December 2025

REPORTING OFFICER: Interim Director of HR and Corporate Affairs

PORTFOLIO: Leader's Portfolio

SUBJECT: Recommendation of the Appointments Committee for the appointment to the post of Chief Executive and Head of Paid Services.

WARDS: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 Following the announcement of the Council's previous Chief Executive to step down from the post on 31st August 2025, with an Interim Chief Executive then appointed on 1st September 2025. The Council advertised the substantive Chief Executive vacancy in the open market in September 2025. A full and thorough recruitment process has followed.
- 1.2 Within the Council's Constitution, Appendix 4, relating to the Powers and Duties of Committee's, it directs that the Appointments Committee is;
- To deal with Appointments, Disciplinary Matters and Dismissals relating to the Head of Paid Service, Strategic Directors, Operational Directors, and the Operational Director (Legal and Democratic Services) as set out in the Officer Employment Procedure Rules and subject to the Standing Orders relating to Staff.*
- 1.3 Within the Council's Constitution, Section 3(a) of the Officer Employment Procedure Rules, which form a part of the Standing Orders Relating to Staff, stipulates as follows;

The full Council will appoint the Head of Paid Service on recommendation from the Council's Appointments Committee

2.0 RECOMMENDED: That

- 1) the report be noted; and**
- 2) Council considers the recommendation of the Appointments Committee and appoints the proposed candidate with effect from a date to be confirmed.**

3.0 SUPPORTING INFORMATION

- 3.1 For ease of reading and the avoidance of doubt, the Chief Executive of Halton Borough is the Head of Paid Services. The term 'Head of Paid Services' is used within legislation, the Council's Constitution, Employment Terms and Conditions, and sector specific publications. Where used in this report, it should be taken to mean 'Chief Executive'
- 3.2 The vacancy closed on 5th October 2025. Following a review of applications for the post, the Appointments Committee determined a long-list of applicants to be invited to a recruitment Assessment Centre on 23rd & 24th October 2025.
- 3.3 The Assessment Centre was delivered by the Council's HR Service, consisting of a wide range of interviews and assessment activities across the two days to test and evaluate the skills, abilities and aptitude of the candidates.
- 3.4 On 6th November 2025, the Appointments Committee considered a comprehensive report on each candidate, clearly setting out the results of the assessments undertaken.
- 3.5 Following consideration of the candidate reports, the Appointments Committee determined a short-list of applicants to be invited to interview, at a meeting of the Appointments Committee, on 27th November 2025.
- 3.6 The meeting of the Appointments Committee on 27th November is intended to thoroughly assess the short-listed candidates and determine a preferred candidate to be recommended to Council for appointment to the role.

4.0 POLICY IMPLICATIONS

- 4.1 The process outlined in section 3 above is compliant with the Council's policy pertaining to the recruitment and appointment of a Chief Executive, as set out in the Council's Constitution.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The salary of the Chief Executive post (£172,900 - £186,038) has been market tested prior to the recruitment process. This is to continue to be covered by Council revenue budget.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Improving Health, Promoting Wellbeing and Supporting Greater Independence

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.2 Building a Strong, Sustainable Local Economy

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.3 Supporting Children, Young People and Families

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.4 Tackling Inequality and Helping Those Who Are Most In Need

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.5 Working towards a Greener Future

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

6.6 Valuing and Appreciating Halton and Our Community

The Chief Executive has overarching responsibility for the delivery of this priority on behalf of the Council.

7.0 RISK ANALYSIS

7.1 The Chief Executive is the principle adviser to the political leadership of the Council, it's Executive, and the elected Council as a whole. In addition, the post-holder is the key link to the Combined Authority, neighbouring Council's, regional Government agencies, central Government departments and Ministers. Within the organisation the Chief Executive has authority over all other employees of the council, sets organisational policy direction, and oversees the discharging of statutory responsibilities. It is by definition a necessary position in the Council's staffing structure.

7.2 The risk attached to not appointing a new Chief Executive would place the Council in a precarious position as it would be operating day to day on Interim arrangements. This cannot be sustained for a prolonged period as it would likely create uncertainty and instability in leadership, policy direction, and the Council's position amongst its key stakeholders.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 The Council's recruitment process is up to date and robust. The Chief Executive recruitment process has been a tailored variation of the Council's established recruitment procedure. That procedure has been subject to Equality Impact Assessment.
- 8.2 In attracting a range of applicants to the opportunity when it was advertised to the market-place, no candidate was treated less favourably than any other. Any adjustments to the process were offered to all candidates.
- 8.3 If a successful candidate requires any adjustments in order to perform the duties of the role, these will be considered and applied in accordance with Council policy and prevailing legislation.

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 No Climate change implications

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

- 10.1 None under the meaning of the Act.