

Report of	Assistant Director of Corporate and Improvement Services	Author	Richard Block
Title	Appointment of Chief Executive		☎ 506825
Wards affected	N/A		

1. Executive Summary

- 1.1 On 31 March 2022, Adrian Pritchard, Chief Executive and Head of Paid Service retires from the Council after 17 years of service in that role. Following a robust recruitment and selection process, a preferred candidate has been identified and Full Council are required to endorse the appointment and remuneration.

2. Recommended Decision

- 2.1 To approve the appointment of Pamela Donnelly as Chief Executive and Head of Paid Service with effect from 1 April 2022 on the salary scale point of £125,633.
- 2.2 To approve the appointment of Pamela Donnelly as Electoral Registration Officer and Returning Officer with effect from 28 March 2022.

3. Reason for Recommended Decision

- 3.1 Full Council is required by law to ratify the appointment of the Chief Executive and Head of Paid Service.
- 3.2 Full Council also needs to appoint an Electoral Registration Officer and Returning Officer for local and parliamentary elections.
- 3.3 The Council is required to comply with the provisions of s40 of the Localism Act 2011 in relation to pay and any new salary packages above £100k must be approved by Full Council.

4. Alternative Options

- 4.1 No alternative options are proposed.

5. Background Information

- 5.1 Solace in Business were commissioned to manage the recruitment process and conduct a national search for the new Chief Executive and Head of Paid Service following the announcement from Adrian Pritchard of his intention to retire on 31 March 2022.
- 5.2 The Council's Constitution provides for the membership of the Appointments Committee, to comprise the 3 main political Group Leaders and relevant Portfolio Holders.
- 5.3 The Appointments Committee comprising Cllr Paul Dundas (Leader of the Council), Cllr Sue Lissimore (Deputy Leader and Portfolio Holder for Resources), Cllr Adam Fox (Labour Group Leader) and Cllr Mark Cory (Liberal Democrats Deputy Group Leader)

agreed a long list of candidates for the technical interview stage. The technical interviews were conducted by Steve Guest, Solace in Business and a former local authority Chief Executive.

- 5.4 Following the technical interviews, the Appointments Committee agreed a shortlist of 4 candidates who were invited to a virtual assessment day. The assessment day comprised psychometric tests, a Members' panel comprising members from each of the political Groups, an external stakeholder panel, a panel of the 2 Managing Directors of Colchester Commercial (Holdings) Ltd and Colchester Borough Homes Ltd and a Senior Management Team meeting. In addition, candidates were asked to complete a written and a fact-finding exercise.
- 5.5 Following the assessment day 3 candidates were invited to the final stages of the selection process including a meeting with the Leader of the Council and a presentation and formal interview with the Appointments Committee.
- 5.6 After a rigorous selection process, the Appointments Committee unanimously recommend the appointment of Pamela Donnelly as Chief Executive and Head of Paid Service with effect from 1 April 2022. Pamela Donnelly is currently the Council's Strategic Director of Customer & Relationships.
- 5.7 Approval of new appointments with a salary in excess of £100k requires full Council approval. The salary scale point offered to the new appointee is £125,633. This is within the existing agreed budget.
- 5.8 Full Council is also required to appoint to the statutory roles of Electoral Registration Officer and Returning Officer. It is recommended that Pamela Donnelly be appointed to these roles with effect from 28 March 2022 to coincide with the commencement of the pre-election period.

6. Standard References

- 6.1 There are no particular references to the Strategic Plan; consultation or publicity considerations or financial; community safety; health and safety, risk management or environment and sustainability implications.