



# **EXTRAORDINARY MEETING OF THE COUNTY COUNCIL**

**To consider the appointment of a Chief Executive Officer  
and their Remuneration Package**

**Wednesday, 17 August 2022**



## **NORTH YORKSHIRE COUNTY COUNCIL**

You are summoned to attend the Extraordinary Meeting of the County Council. This meeting is being held in the Council Chamber, County Hall, Northallerton **Wednesday, 17 August 2022 at 10.30 am**, at which the following business will be transacted.

The meeting of the County Council is being held as an in-person meeting and in public. In view of the ongoing COVID-19 pandemic, current government guidance will be observed on 'Living with COVID-19'. The Council Chamber will be well ventilated and air purifiers will be installed. Face coverings and hand sanitiser will be made available. Please try to stay at home if you are unwell, take a test if you have COVID-19 symptoms, and stay at home and avoid contact with other people if you test positive.

This meeting is being broadcast and recorded and will be available to view via the following link - [Live meetings | North Yorkshire County Council](#)

Please contact the named supporting officer for the committee, if you have any queries or concerns.

### **BUSINESS**

#### **1. Chairman's Announcements**

Any correspondence, communication or other business brought forward by the direction of the Chairman of the Council.

#### **2. Apologies for absence**

#### **3. Declarations of Interest**

#### **4. Public Questions or Statements**

Members of the public may ask questions or make statements at this meeting if they have given notice and provided the text to Barry Khan, Assistant Chief Executive (Legal and Democratic Services) – email: [barry.khan@northyorks.gov.uk](mailto:barry.khan@northyorks.gov.uk) or in writing to Barry Khan, Assistant Chief Executive (Legal and Democratic Services), County Hall, Northallerton DL7 8AD by midday on Friday, 12 August 2022. Each speaker should limit themselves to 3 minutes on any item.

If you are exercising your right to speak at this meeting, but do not wish to be recorded, please inform the Chairman who will instruct anyone who may be taking a recording to cease while you speak.

5. **Appointment to and remuneration for the post of Chief Executive Officer - Report of the Chief Officers Appointments and Disciplinary Committee**  
(Pages 5 - 8)
6. **Appointments to Committees and Outside Bodies - Report of the Assistant Chief Executive (Legal and Democratic Services)**  
(Pages 9 - 10)

### **Evacuation Procedures**

RICHARD FLINTON  
Chief Executive Officer

BARRY KHAN  
Assistant Chief Executive  
(Legal and Democratic Services)

County Hall,  
NORTHALLERTON

Tuesday, 9 August 2022

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## EXTRAORDINARY MEETING OF NORTH YORKSHIRE COUNTY COUNCIL

17 August 2022

### Appointment to and remuneration for the post of Chief Executive Officer

#### The Report of the Chief Officers Appointments and Disciplinary Committee

#### 1.0 PURPOSE OF REPORT

- 1.1 This report outlines the Chief Officers Appointment and Disciplinary Committee recommendation to the Extraordinary meeting of the County Council for the appointment to and salary of the post of Chief Executive Officer for North Yorkshire Council.

#### 2.0 BACKGROUND

- 2.1 With the formation of the new North Yorkshire Council, as set out in the North Yorkshire (Structural Changes) Order 2022, the Council needs to appoint a Chief Executive Officer.
- 2.2 Regulation 4(1) (b) (ii) of the Local Government (Structural and Boundary Changes) (Staffing) Regulations 2008 indicates that the County Council (as a preparing council) may appoint a head of paid service prior to vesting date for the new authority. In line with this requirement and as stated in the Explanatory Memorandum to The Local Government (Structural and Boundary Changes) (Staffing) Regulations 2008 No. 1419, para 3.5 there is a.... *'requirement to recruit to the post of head of paid service (chief executive) in the new single tier council, through open competition'*.
- 2.3 Further regulation 4(3) provides that where the County Council has appointed a head of paid service in our circumstances, then the 'new' Council does not need to make a further appointment to that post i.e. the Chief Executive for the County continues to be the chief executive for the unitary. Therefore the County Council can appoint to the new role that has been advertised prior to vesting date.
- 2.4 The Unitary programme envisages that savings will be made through the removal of duplication and efficiencies resulting from economies of scale and new synergies between services, and it is noted that the anticipated savings on Chief Executive salaries across the County will be in excess of £1 million a year (including on costs).

#### 3.0 REMIT OF THE CHIEF OFFICERS APPOINTMENTS AND DISCIPLINARY COMMITTEE

- 3.1 The full Committee appoints the Chief Executive Officer, and appoints a Sub-Committee to appointment Chief Officers to the new Council.
- 3.2 The Council Constitution states that, where a Chief Executive Officer vacancy exists the Appointments and Disciplinary Committee shall:
  - (a) interview all qualified applicants for the post; or
  - (b) select a shortlist of such qualified applicants and interview those on the shortlist;and (in either case)
  - (c) having carried out such interviews, either appoint one of the candidates to the vacancy, or decide not to appoint any of the candidates, but instead to take such further action in relation to the filling of the post as the committee may determine. Full Council must approve in advance any offer of appointment to Chief Executive Officer.

- 3.3 The Chief Officers Appointment and Disciplinary Committee is to consider from time to time the terms and conditions of Chief Officers and make necessary changes to them in accordance with paragraph 4 of its terms of reference.

#### **4.0 CHIEF EXECUTIVE OFFICER REMUNERATION**

- 4.1 As this is a new position for the new Council, the salary needed to be considered and determined by the Committee and is then recommended to full Council for approval.
- 4.2 The new Council will have a workforce of over 10,000, a revenue spend of £1.4 billion and an ongoing capital programme of £350 million, and owns wholly or jointly a number of companies all with separate workforce and budget.
- 4.3 The Committee considered that an appropriate salary was necessary to attract an appropriately qualified and experienced field and to retain a good candidate. The Committee reviewed Chief Executives' salary data for 22 comparable authorities, and agreed the need for a pay grade which provides for flexibility of starting salary, relative to the experience at appointment, and salary progression based on performance. The proposed salary grade of £180,000 to £197,000, comprising of four incremental progression points, (£180,000 to £185,670 to £191,340 to £197,010) is recommended. In relation to comparator authorities, this places the salary at starting slightly below the medium and average salaries, and ending, at the top of the grade, slightly above the medium. Incremental progression is performance related, and is considered annually by the Leader, after having sought views from others as appropriate.
- 4.4 All other terms and conditions for the new Chief Executive Officer post are as standard and applied to all Council employees.
- 4.5 The pay policy will be updated to reflect the agreed Chief Executive Officer salary.

#### **5.0 APPOINTMENT**

- 5.1 The Chief Executive Officer position was widely advertised nationally across a variety of media including MJ, Local Government Jobs, Guardian, LinkedIn, Indeed, Council websites, Social Media (Facebook/Twitter) plus targeted executive search reaching 3,572 individuals driving 570 views of the campaign, and 70 suitably experienced candidates were directly contacted.
- 5.2 On 11 July 2022 the Committee considered the 16 applications received and determined the applicants to be shortlisted and invited to interview.
- 5.3 On 27 July 2022 the shortlisted candidates progressed through an assessment event which included a one to one with the Leader, and three separate panel interviews with a wider Members panel, a public sector partner panel and a business leader's partner panel. Feedback from these assessments were provided to the Committee.
- 5.4 On 28 July 2022 the Committee interviewed the shortlisted candidates for the role.
- 5.5 Having interviewed shortlisted candidates at its meeting on 28 July 2022, the Committee decided that, subject to the usual pre-employment checks which have now been received, Richard Flinton should be appointed to the role of Chief Executive Officer and Head of Paid Service. This is subject to the approval of Full Council.
- 5.6 It is proposed to appoint to the role of Chief Executive Officer with effect from 1 September 2022.

#### **6.0 FINANCIAL IMPLICATIONS**

- 6.1 The financial implications are set out in the body of this report.

## **7.0 LEGAL IMPLICATIONS**

7.1 The legal implications are set out in the body of this report.

## **8.0 CLIMATE CHANGE IMPLICATIONS**

8.1 There are no significant climate change implications arising from this report.

## **9.0 EQUALITIES IMPLICATIONS**

9.1 A transparent and open recruitment process has been carried out which complies with the Council's equality processes.

## **10.0 RECOMMENDATION**

10.1 That the appointment of Richard Flinton as North Yorkshire Council's Chief Executive Officer and Head of Paid Service be approved, with effect from 1 September 2022.

10.2 That the Chief Executive Officer salary range from £180,000 to £197,000, with 4 incremental progression points, (£180,000 to £185,670 to £191,340 to £197,010) be approved.

Cllr Carl Les  
Leader and Chair Chief Officer Appointment and Disciplinary Committee

North Yorkshire County Council  
County Hall  
Northallerton

9 August 2022

Background documents: Constitution of North Yorkshire County Council - [New Council Constitutions \(northyorks.gov.uk\)](http://northyorks.gov.uk)

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## EXTRAORDINARY MEETING OF NORTH YORKSHIRE COUNTY COUNCIL

17 August 2022

### Appointments to Committees and Outside Bodies

#### Report of the Assistant Chief Executive (Legal and Democratic Services)

#### **1.0 PURPOSE OF THE REPORT**

1.1 To enable appointments to Committees and Outside Bodies to be considered.

#### **2.0 BACKGROUND**

2.1 At the Annual General Meeting of the Council on 18 May 2022, appointments to committees and Major Outside Bodies were made. Since that time, a number of changes have been proposed, as detailed in this report.

#### **3.0 PENSION FUND COMMITTEE**

3.1 Councillor Angie Dale (Richmondshire District Council) is nominated for appointment as the substitute for Councillor Patrick Mulligan (Craven District Council) on North Yorkshire Pension Fund Committee. This is for the period ending 31 March 2023.

3.2 County Councillor Peter Wilkinson is to come off the Pension Fund Committee and County Councillor Cliff Lunn has been nominated to take his place.

#### **4.0 TRANSITION (LGR) OVERVIEW AND SCRUTINY COMMITTEE**

4.1 At the meeting of the County Council on 20 July 2022, it was resolved that a new overview and scrutiny committee would be constituted for the period July 2022 to March 2023, whose role and remit is to be scrutiny of significant decisions made by the Executive regarding the creation of the new unitary authority. The nominations for this committee are as detailed in appendix 1.

#### **5.0 RECOMMENDATION**

5.1 That County Council approves the above appointments to the Pension Fund Committee and the Transition (LGR) Overview and Scrutiny Committee.

Barry Khan  
Assistant Chief Executive (Legal and Democratic Services)

County Hall, Northallerton

8 August 2022

Report Author: Daniel Harry

Background documents: Constitution of North Yorkshire County Council - [New Council Constitutions \(northyorks.gov.uk\)](https://www.northyorks.gov.uk/new-council-constitutions)

# Transition (LGR) Overview and Scrutiny Committee

## 1. Membership

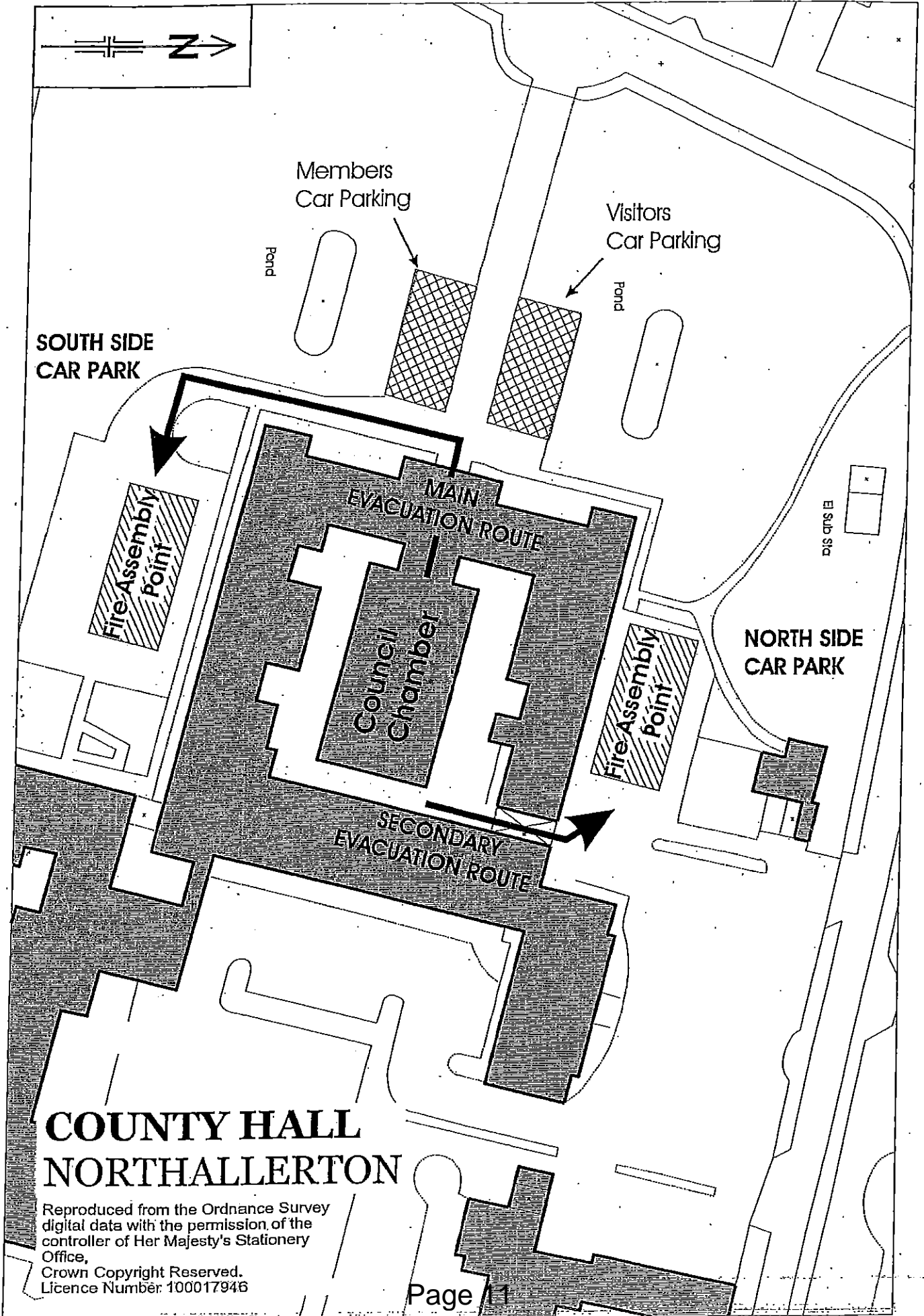
	<b>Councillors Name</b>	<b>Political Group</b>
1	Malcolm Taylor (Chair)	Conservative
2	Nick Brown	Conservative
3	Caroline Dickinson	Conservative
4	Richard Foster	Conservative
5	George Jabbour	Conservative
6	Andrew Lee	Conservative
7	John Mann	Conservative
8	Heather Moorhouse	Conservative
9	Clive Pearson	Conservative
10	Bryn Griffiths	Liberal Democrat and Liberal
11	Philip Broadbank	Liberal Democrat and Liberal
12	Melanie Davis	Labour
13	John Ritchie	Labour
14	Stuart Parsons	North Yorkshire Independent
15	Kevin Foster	Green Group
16	Kirsty Poskitt	Independent (unaffiliated)

<b>Con</b>	<b>Lib Dem and Lib</b>	<b>Labour</b>	<b>NY Ind</b>	<b>Green</b>	<b>Ind</b>
<b>9</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

## 2. Substitute Members

<b>Conservative</b>		<b>NY Independents</b>	
1		1	
2		2	
<b>Labour</b>		<b>Liberal Democrat and Liberal</b>	
1	Liz Colling	1	Pat Marsh
2	Steve Shaw-Wright	2	Chris Aldred
<b>Green Party</b>			
1			
2			

Note – this committee is only constituted through to 31 March 2023.



**COUNTY HALL  
NORTHALLERTON**

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## Meetings of the County Council - Evacuation in Emergency

Although it is very unlikely that there will be a fire, or any other emergency, on the day of a meeting of the County Council, it remains a possibility that such an emergency will arise. The following guidance notes are intended to assist Members of the Council and the public to evacuate the building safely, in such circumstances.

The Council Chamber, and the associated Public Gallery, pose a number of difficulties for rapid evacuation in an emergency, not least being the considerable number of people who can be in the Chamber and the Gallery at any time, but also because of evacuation routes from the building. If, in the case of a fire or other emergency, the main staircase were to be impassable, it would be necessary to evacuate the Council Chamber through the Public Gallery and, from there, down the staircase that leads from the Public Gallery to the central courtyard. It is not possible, however, to know which route is most appropriate, if an alarm is sounded, without a quick preliminary examination being made.

(a) Therefore, if the fire alarm is sounded during a meeting of the County Council:-

- the Democratic Services Manager (or another Democratic Services Officer) will act as Fire Evacuation Warden and will issue instructions on the appropriate exit to use, as soon as it is established by a Democratic Services officer whether the main staircase is clear of fire or obstruction;
- please leave your seat without delay, so that you are ready to leave the Chamber when the evacuation route is clear;
- if evacuation is via the main staircase, please leave the building by the main doors, but assemble on the south side car park (with Members' parking bays marked in red);
- if evacuation is via the Public Gallery, please leave the Chamber via the doors in the Labour/Liberal Democrat corner of the room, through the Public Gallery and down the staircase to the centre courtyard, from there via the courtyard gate to assemble in the north side car park (by the Superintendent's house on Racecourse Lane);
- Democratic Services staff will ensure that the Chamber and Public Gallery are cleared, that windows and doors are closed wherever possible, and will report to the Fire Evacuation Controller.

(b) If the fire alarm is sounded during Group meetings:-

- please close all windows and proceed to the nearest exit (subject to that being free of fire or other obstruction) closing any doors behind you;
- check that no-one has been left in the room in which you are meeting;
- assemble on the south side car park (with Members' parking bays marked in red); and
- ask one of the Group to report to the Fire Evacuation Controller who will be at the main entrance doors, (without re-entering the building) that the room you evacuated was clear of people.

(c) If you are in another room when the fire alarm is sounded, for example your Group Room, the Members' Lounge or Dining Room:-

- please ensure that no-one else remains in the room;
- check (as far as reasonably practicable) that windows and adjoining doors are closed;
- close the door after leaving the room and leave the building by the nearest exit
- then, without re-entering the building, report to the Fire Evacuation Controller at the main entrance doors that the room which you evacuated was clear of other persons.

(NOTE: These notes and the plan overleaf seek to do no more than give outline guidance to Members on action they should take if the fire alarm is sounded while they are in the building. It is not possible to provide detailed guidance which will cover every eventuality. The core purposes of the guidance note are to assist with the safe evacuation of all persons in the building and to ensure that the officer acting as Fire Evacuation Controller is able to give the Fire and Rescue Service, when they attend any fire, the best achievable information about whether any persons may remain in the building and, if so, their likely location. Every report of a room being clear of persons assists substantially in this task. The Democratic Services Manager will be pleased to receive any comments about these guidance notes, particularly as to how they might be improved).

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