
Report to

Cabinet
Council

30 June 2008

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Report of

Chief Executive

Title

Appointment of Proper Officers

1 Purpose of the Report

- 1.1 This report seeks Cabinet and Council approval to the implementation of interim Chief Executive, Proper Officer and other electoral arrangements following the resignation of the Chief Executive.

2 Recommendations

The Cabinet are asked to recommend the City Council, at their meeting on 30 June 2008:

- 2.1 With effect from 30 June 2008, to appoint Bev Messinger (Director of Customer and Workforce Services) and John McGuigan (Director of City Development) as joint Acting Chief Executives for the Council until such time as a new Chief Executive has been recruited and is in post.
- 2.2 With effect from 30 June 2008, to appoint the Director of Customer and Workforce Services as the City Council's Returning Officer and Electoral Registration Officer until such time as a new Chief Executive has been recruited and is in post.
- 2.3 To make appropriate changes to the Council's Constitution to reflect the above recommendations.

3 Information/Background

- 3.1 Following the resignation of the Chief Executive, it is necessary for interim Chief Executive arrangements to be put in place until the recruitment process for a permanent replacement has been successfully completed. In this regard, it is proposed that Bev Messinger (Director of Customer and Workforce Services) and John McGuigan (Director of City Development) both assume the role of joint Acting Chief Executive.
- 3.2 In addition, under the legislation governing elections, the City Council has to appoint both an Electoral Registration Officer to be responsible for the electoral rolls and also a Returning Officer who is responsible for the conduct of local elections. Currently, the

Returning Officer and Electoral Registration Officer is the Chief Executive, who leaves the authority in August but whose last working day will be 27 June 2008. It is proposed that the Director of Customer and Workforce Services becomes the Returning Officer and Electoral Registration Officer until a new Chief Executive has been appointed and is in post. This appointment is to take effect from 30 June 2008.

4 Proposal and other Options to be considered

4.1 The Cabinet are asked to approve the recommendations and to recommend to Council that the relevant appointments and appropriate changes to the Constitution be made.

5 Other specific implications

5.1

	Implications (See below)	No Implications
Best Value		√
Children and Young People		√
Climate Change & Sustainable Development		√
Comparable Benchmark Data		√
Corporate Parenting		√
Coventry Community Plan		√
Crime and Disorder		√
Equal Opportunities		√
Finance		√
Health and Safety		√
Human Resources		√
Human Rights Act		√
Impact on Partner Organisations		√
Information and Communications Technology		√
Legal Implications	√	
Neighbourhood Management		√
Property Implications		√
Race Equality Scheme		√
Risk Management		√
Trade Union Consultation		√
Voluntary Sector – The Coventry Compact		√

5.2 Legal Implications

The changes to the Constitution proposed in this report will ensure that the City Council is able to discharge its legal responsibilities.

6. **Monitoring**

6.1 The Constitution is kept under constant review to ensure that it meets the requirements of the City Council.

7. **Timescale and Expected Outcomes**

7.1 It is recommended that the City Council agree the proposed changes at its meeting on 30 June 2008 and that they come into effect immediately.

	Yes	No
Key Decision		√
Scrutiny Consideration (if yes, which Scrutiny meeting and date)		√
Council Consideration (if yes, date of Council meeting)	√ (30 th June 2008)	

List of background papers

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Director of Customer and Workforce Services

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Papers open to Public Inspection

Description of paper

Location

NIL