



Full Council

Monday, 7 July 2025

**Subject: Recommendation from Chief Officer Employment Committee - Appointment of Chief Executive and designation of Head of Paid Service, Returning Officer and Electoral Registration Officer**

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

To accept the **RECOMMENDATION OF THE CHIEF OFFICER EMPLOYMENT COMMITTEE** to appoint Paul Burkinshaw into the role of Chief Executive and designate him as Head of Paid Service, Returning Officer and Electoral Registration Officer

## **RECOMMENDATION(S):**

That Council

1. accept the RECOMMENDATION from the Chief Officer Employment Committee to formally appoint Paul Burkinshaw into the role of Chief Executive and designate him as Head of Paid Service, Returning Officer and Electoral Registration Officer from the date of commencement of employment as Chief Executive.

## IMPLICATIONS

### **Legal:**

Section 4 Local Government and Housing Act 1989 requires that it shall be the duty of every relevant authority to designate one of their officers as head of their paid service.

Local Authorities (Standing Orders) (England) Regulations 2001, Regulation 5 provides “the power to approve the appointment or dismissal of the head of the authority’s paid service shall be exercised by the authority itself...”

The authority is required under Representation of the Peoples Act 1983 to appoint an Electoral Registration Officer and a Returning Officer.

### **Financial : FIN/48/26/CL/SL**

There is full budget provision for this post within the Medium Term Financial Plan.

**Staffing** : The recruitment process and staffing implications are detailed within the body of this report

### **Equality and Diversity including Human Rights :**

The recruitment process has complied with the relevant laws in relation to Equality and diversity

**Data Protection Implications** : None from this report

**Climate Related Risks and Opportunities:** None from this report

**Section 17 Crime and Disorder Considerations:** None from this report

**Health Implications:** None from this report

**Title and Location of any Background Papers used in the preparation of this report :**

[Agenda for Chief Officer Employment Committee on Thursday, 6th March, 2025, 4.30 pm | West Lindsey District Council](#)

[Agenda for Chief Officer Employment Committee on Monday, 31st March, 2025, 6.00 pm | West Lindsey District Council](#)

[Agenda for Chief Officer Employment Committee on Wednesday, 9th April, 2025, 5.00 pm | West Lindsey District Council](#)

[Agenda for Chief Officer Employment Committee on Thursday, 26th June, 2025, 3.00 pm | West Lindsey District Council](#)

**Risk Assessment :**

It is a statutory requirement to appoint a Head of Paid Service to ensure the management and coordination of the employees of the organisation. It is a role which a Council must have in place at all times.

A comprehensive recruitment process has been conducted with an experienced external partner, resulting in the recommendation made within this report.

The Council also is required to have a Returning Officer and an Electoral Registration Officer and this Report ensures those roles are correctly designated.

The appointment is subject to the usual clearances, references, and background checks.

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

x

## **1 Background**

- 1.1 Following the announcement that the Chief Executive and Head of Paid Service was to retire, his last working day with the organisation was 30<sup>th</sup> June 2025. A comprehensive recruitment process has been followed to find a suitable successor for the role. This process is detailed within this report. As previously considered and agreed by Council, an interim arrangement is in place pending the start date of the successful candidate and Mr Cullen is currently the Council's interim Head of Paid Service.
- 1.2 The Head of Paid Service role is a statutory role in accordance with Section 4 Local Government and Housing Act 1989 and therefore the full Council must designate any appointment into this role.
- 1.3 The process has been overseen by the Chief Officer Employment Committee which interviewed candidates on 26<sup>th</sup> June 2025. It is recommended that the Council accept the Committee's recommendation and formally appoint Paul Burkinshaw to the role of Chief Executive and designate him as Head of Paid Service, Returning Officer and Electoral Registration Officer from the date of commencement of employment as Chief Executive.

## **2. The Recruitment Process**

- 2.1 The process has been led by Gatenby Sanderson with assistance from the Human Resources, Democratic Services and executive PA teams. The Chief Officer Employment Committee has received reports and updates throughout this process and links to the agendas and minutes from this Committee are provided above.
- 2.2 In arriving at its recommendation, the Chief Officer Employment Committee received feedback from technical interviews, psychometric testing, the Council's Group Leaders, external partners and the Council's Management Team. The Committee then interviewed those candidates who had been shortlisted which included the candidates providing a presentation and answering questions asked by the Committee members.

## **3. The Successful Candidate**

- 3.1 Following deliberations the Chief Officer Employment Committee recommends Paul Burkinshaw be appointed to the role of the Chief Executive, including the designation of Head of Paid Service, Returning Officer and Electoral Registration Officer.
- 3.2 Mr Burkinshaw brings nearly 30 years' experience to the role, having previously been the Deputy Chief Executive at Brentwood Borough Council and Rochford District Council. Mr Burkinshaw is an experienced Monitoring Officer and is familiar with the committee system model of governance. Throughout the interview process Mr Burkinshaw

demonstrated a good understanding of balancing the long-term strategic goals of the authority whilst being able to manage the day to day operations, and was well researched referencing the Council's demographics and many of its current projects.

- 3.4 Should Council accept the recommendation from the Chief Officer Employment Committee and appoint Paul Burkinshaw to this role, his Statutory roles of Head of Paid Service, Returning Officer and Electoral Services Officer will be operative from the date of commencement of his employment as Chief Executive.

## **5. Recommendation**

- 5.1 Accept the RECOMMENDATION from the Chief Officer Employment Committee formally appoint Paul Burkinshaw into the role of Chief Executive and designate him as Head of Paid Service, Returning Officer and Electoral Registration Officer from the date of commencement of employment as Chief Executive.