

Improving People's Lives

To: All Members of the Council

Chief Executive and other appropriate officers
Press and Public

Dear Member

Council: Thursday 20th November 2025

Please find attached a **SUPPLEMENTARY AGENDA DESPATCH** of late papers which were not available at the time the agenda was published. Please treat these papers as part of the agenda.

Papers have been included for the following items:

10. **APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE) (Pages 3 - 6)**

Yours sincerely

Jo Morrison
for Chief Executive

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Bath & North East Somerset Council		
MEETING:	Council	
MEETING DATE:	20 November 2025	
TITLE:	Appointment of Chief Executive (Head of Paid Service)	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
None		

1 THE ISSUE

- 1.1 This report seeks Council's approval of the appointment of a new Chief Executive and the designation of the post holder as Head of Paid Service and Returning Officer and Electoral Registration Officer.

2 RECOMMENDATION

The Restructuring Implementation Committee is recommending that the Council approves:

- 2.1 The appointment of Ms Sophie Broadfield as Chief Executive on a salary of £175,000 per annum with a start date of 1 January 2026.
- 2.2 The designation of the postholder as Head of Paid Service under section 4 of the Local Government & Housing Act 1989 with effect from 1 January 2026.
- 2.3 The designation of the postholder as Returning Officer for all elections and Electoral Registration Officer with effect from 1 January 2026.

3 THE REPORT

- 3.1 The post of Chief Executive (Head of Paid Service) was advertised externally during September with a closing date of 9th October 2025. Faerfield were appointed as partners to support this recruitment.
- 3.2 31 applications (9 female and 22 male) were received for the role.
- 3.3 13 applicants (5 female and 8 male) were longlisted for the role. Technical assessments were undertaken in mid October.

- 3.4 5 applicants (4 female and 1 male) attended an assessment centre and face-to-face interviews with partners, staff and Cabinet on 11th and 12th November.
- 3.5 The Restructuring Implementation Committee held formal face-to-face interviews on 12th November 2025. Councillor Joanna Wright and Councillor Karen Walker were in attendance.
- 3.6 The Committee was impressed by the standard of the shortlisted candidates. After careful consideration of all assessment information, its unanimous decision is to recommend the offer of appointment to Sophie Broadfield, currently Executive Director of Sustainable Communities at Bath & North East Somerset Council whom it considered demonstrated the necessary skills and experience to lead the Council. She has held a senior role at the council since 2021 and held senior positions in the civil service prior to that.
- 3.7 It further recommends that the appointment be offered on a starting salary of £175,000 per annum.
- 3.8 Subject to Council agreeing the Committee's recommendations in this report, it is anticipated that Sophie Broadfield will take up the post on 1 January 2026.

4 STATUTORY CONSIDERATIONS

- 4.1 The Council's Recruitment and Selection policy was followed ensuring that we meet our obligations under the Equality Act 2010.
- 4.2 Section 4 of the The Local Government and Housing Act 1989 requires all local authorities to appoint a Head of Paid Service.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1 The recurring costs associated with the post of Chief Executive will be met from within the existing budget provision for pay and related employer on-costs.

6 RISK MANAGEMENT

- 6.1 A risk assessment related to the issue and recommendations has not been undertaken. It is a legal requirement for the Council to appoint a Head of Paid Service and Returning Officer.

7 EQUALITIES

- 7.1 An impact assessment has not been carried out. The recruitment and selection process was conducted fairly in accordance with the council's recruitment and selection procedures.
- 7.2 The RIC has ensured, as far as possible, that a diverse range of applicants is considered for the post.

8 CLIMATE CHANGE

- 8.1 All council officers have delegated responsibility for ensuring that the Council delivers against its Corporate Strategy with regards to tackling the climate and ecological emergencies. This will include ensuring that the Council leads by example in all its activities, making the radical changes needed, as well as taking

a lead role in influencing and working with partners across all sectors locally, regionally and nationally and ensuring wide and deep citizen engagement.

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 This report has been cleared by the S151 Officer and Monitoring Officer for circulation.

Contact person	<i>Cherry Bennett, Director of People & Change</i>
Background papers	
Please contact the report author if you need to access this report in an alternative format	

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