



Department for Levelling Up,  
Housing & Communities

Richard Carr  
*By email*

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13 December 2023

Dear Richard,

### **WOKING BOROUGH COUNCIL: INTERVENTION**

I am writing to inform you that the Secretary of State for Levelling Up, Housing and Communities has nominated you as Managing Director Commissioner for the purposes of the Directions he issued on 25 May 2023 under section 15(5) and (6) of the Local Government Act 1999 in relation to Woking Borough Council. I enclose the formal nomination document.

You are nominated as Managing Director Commissioner for the period from 13 December 2023 to 12 December 2025. Having served as Lead Commissioner for the first six months on the intervention, Jim Taylor has decided to step down from his role for personal reasons. The Secretary of State has therefore nominated Sir Tony Redmond as Lead Commissioner. Carol Culley OBE and Mervyn Greer remain as Commissioners. He expects that you will work closely with them to deliver improvement at the Council.

As Managing Director Commissioner, you will have the roles and responsibilities set out in the Directions, a copy of which I enclose along with a copy of an Explanatory Memorandum. Under the Directions, you are accountable to the Secretary of State in that you have been nominated by him and can have your nomination withdrawn by him. I have also enclosed terms of engagement that you will need to sign and return. It is expected that in the first year this role will require a commitment from you of up to five days a week, although in the first few weeks the expectation is that this will not be the case as the current Chief Executive, Julie Fisher, remains in post. You will want to arrange a suitable handover.

It is expected that as Managing Director Commissioner, you will fulfil the role of a Chief Executive for the Authority and will be responsible for its day-to-day operations. It is expected that you will provide strategic direction and leadership to Woking Borough Council, including implementing efficiencies and ensuring that governance and decision-making best practice is upheld and embedded, until such time as a permanent appointment to the Chief Executive post can be made. The Secretary of State expects that you will oversee the recruitment of a permanent Chief Executive for the Council in due course, with review points at 12 and 18 months to determine whether the time is right for a new permanent Chief Executive to be recruited.

You will be entitled to a fee for each day you act as Managing Director Commissioner. You will also be entitled to reasonable expenses. Under the terms of the Directions, it is the Council's responsibility to meet these costs and the Secretary of State has set these fees for you at £1,100 per day. Fees are payable up to a maximum of 260 days per annum for each year. These limits should not be exceeded without prior approval of the Secretary of State. As to reasonable

expenses, we would expect these to be in accordance with the rules for senior officers set out in the Council's staff handbook. You will make sure that any payments from the Council in relation to your existing responsibilities are consistent with the principle that you are only paid once for your activities and are consistent with the Seven Principles of Public Life.

In your role as a public appointee, it may be necessary to disclose information on your remuneration as part of annual accounts and you will be required to consent to the disclosure of this information. By accepting this appointment, you will be indicating your consent to this.

You will wish to note that the Secretary of State has asked that you and your fellow Commissioners provide him with an update at six-monthly intervals – or at any other time deemed necessary by the Secretary of State.

You are required to exercise care in the use of information that you acquire in the course of your duties and to protect information that is held in confidence. You must declare any personal or business interests which may, or may be perceived to, influence your judgement in performing your functions. These interests include (without limitation), personal direct and indirect pecuniary interests, and any such interests of your close family members and/or of people living in the same household as you or your close family members.

Your appointment has the status of an office holder and not of an employee. Nothing in this letter shall be construed as, or taken to create a contract of service or contract for services between yourself and DLUHC, the Crown, or the Council.

In addition to the administrative support, you will be provided by the Council, the Department has made arrangements for a civil servant to be appointed as the Chief of Staff for Commissioners, and further resource could be made available during the intervention as required.

Should you have any queries or issues either now or during the Directions period please contact me in the first instance.

I would like to take this opportunity to thank you for assisting in this intervention. We are very grateful for your commitment to taking up this challenge to improve the performance of Woking Borough Council so that it effectively serves and protects the people of the area.

Yours sincerely,

**MAX SOULE**  
Deputy Director, Local Government Stewardship

**NOMINATION UNDER THE LOCAL GOVERNMENT ACT 1999 (DIRECTIONS UNDER SECTION 15(5) AND (6) OF THE LOCAL GOVERNMENT ACT 1999 TO WOKING BOROUGH COUNCIL, 2023)**

The Secretary of State for Levelling Up, Housing and Communities, in exercise of his powers under section 15 of the Local Government Act 1999 and in accordance with the Directions to Woking Borough Council dated 25 May 2023 nominates Richard Carr as Managing Director Commissioner to act jointly or severally with the current Commissioners in place for the period beginning on 13 December 2023 and ending on 12 December 2025 or such earlier time as the Secretary of State determines.