

BOROUGH OF TELFORD & WREKIN

COUNCIL - 25 JULY 2019

SENIOR & STATUTORY FUNCTIONS & ALLOCATIONS

REPORT OF ASSISTANT DIRECTOR FINANCE & HUMAN RESOURCES

1. PURPOSE

To receive a report from the Personnel Committee asking Council to confirm interim arrangements in the light of the departure of the Managing Director with effect from 31 July 2019.

2. RECOMMENDATIONS:

To agree the following recommendations as detailed in this report:

- 2.1 That, with effect from 1 August 2019 the Director of Customer, Neighbourhood and Well-Being Services is designated Head of Paid Services and Council note that this arrangement will be reviewed by Council on 19 September 2019.
- 2.2 That with effect from 1 August 2019 the Monitoring Officer is appointed as the (Local) Returning Officer and Local Electoral Registration Officer and that Council note that this arrangement will be reviewed by Council on 19 September 2019.
- 2.3 That the Council's Constitution and Pay Policy be amended to reflect these interim arrangements.

3. PREVIOUS MINUTES

Not applicable

4. BACKGROUND

Members have received notification that the Managing Director will be leaving the Council on 31 July 2019. There are some arrangements that are required to be made that are the decision of Council alone, these include the designation of an officer as the Head of Paid Service and the appointment of Electoral Registration and (Local) Returning Officer.

6. INTERIM ARRANGEMENTS

It is proposed that the following arrangements are put into place from 1st August 2019.

The Director of Customer, Neighbourhood and Well-Being Services will be the most Senior Officer in the Council. He will be paid an additional payment of £1,212 per month which equates to 50% of the difference between the salary for his current post and that of the current Managing Director. He will have responsibility as Head of Paid Service including all current responsibilities delegated to the Managing Director in the Council's Constitution. The title of this interim role will be 'Chief Operating Officer'. Specific responsibilities and duties will be agreed with the Leader. This arrangement will be reviewed by Council on 19 September 2019.

The Monitoring Officer will take on the role of the Local Returning Officer and Local Electoral Registration Officer on a temporary basis to ensure any potential elections can be completed in accordance with legal requirements. He will be paid any necessary fees as set out in Council's Pay Policy. This arrangement will also be reviewed on 19 September 2019.

7. LEGAL

The designation of Interim Head of Paid Service is a decision that needs to be approved by full Council on the recommendation of Personnel Committee and the appointment of the Local Registration Officer and Local Returning Officer are Council decisions.

The salary level of the Head of Paid Service is set out in the Council's Pay Policy. Any change in salary will need to be recommended by Personnel Committee to full Council and the Pay Policy amended accordingly.

The appointment of the permanent Head of Paid Service is a decision that needs to be approved by full Council on the recommendation of a Member Appointment Board. On the current timetable this will be reported to full Council on 19 September 2019.

9. FINANCE

There is, in the short term salary savings from the Director acting up on an interim basis.

10. ENVIRONMENTAL

There are no environmental issues arising from this report.

11. EQUALITIES

The appointment of a replacement is currently out to advert and will be undertaken within the framework of the Council's Recruitment & Selection policy which addresses Equality and Diversity issues. The appointment will be widely advertised nationally to attract a range of candidates. The successful candidate will be expected to demonstrate a personal commitment to equality of opportunities during the selection process and during their tenure.

12. LINKS TO CORPORATE PRIORITIES

The appointment of a permanent, high quality Head of Paid Service is central to the delivery of all the community ambitions and in the realisation of the key priority areas

10.0 WARD IMPLICATIONS

There are Council wide implications in relation to this matter

Report prepared by Sue Wilson, HR Manager, 01952 38351

APPENDIX 1

APPOINTMENT OF HEAD OF PAID SERVICE: PROPOSED TIMELINE

Proposed Time-line

<u>DATE</u>	<u>STAGE</u>
15 th July 2019	Personnel Committee meets 15 th /16 th July staff, stakeholders and media informed of Managing Director departure
17 th July 2019	Advert opens
2 nd September 2019	Closing date for Applications Initial sifting of applications by Human Resources Manager in consultation with the Leader
3 rd September 2019	Candidates invited to selection process
5 th September 2019	Long-list selection activities undertaken by Human Resources
6 th September 2019	Member Appointment Board final short list interviews
19 th September 2019	Full Council Formal offer made to successful candidate