

BOROUGH OF TELFORD & WREKIN

COUNCIL: 19 SEPTEMBER 2019

SENIOR & STATUTORY FUNCTIONS & ALLOCATIONS

REPORT OF ASSISTANT DIRECTOR FINANCE & HUMAN RESOURCES

1. PURPOSE

To approve the appointment of the Chief Executive and agree further interim arrangements until the new Chief Executive takes up their appointment.

2. RECOMMENDATIONS:

To agree the following recommendations as detailed in this report:

- 2.1 That the appointment of the new Chief Executive is made as recommended by the Personnel Board on the proposed terms and conditions set out in this report.
- 2.2 That the new Chief Executive is designated as Head of Paid Services from their commencement date
- 2.3 That the new Chief Executive fulfils the role of the Local Returning Officer and Local Registration Officer from their commencement date
- 2.4 That, the Director of Customer, Neighbourhood and Well-Being Services continues to be designated Head of Paid Services and Council note that this arrangement will continue up until 1st Dec 2019 or until the new Chief Executive commences employment and that these dates can be amended by the Assistant Director of Finance and Human Resources in consultation with the Leader.
- 2.5 That, the Monitoring Officer continues to fulfil the role of the Local Returning Officer and Local Registration Officer and that Council note that this arrangement will continue up until 1st Dec 2019 or until the new Chief Executive commences employment and that these dates can be amended by the Assistant Director of Finance and Human Resources in consultation with the Leader.
- 2.6 That the Council's Pay Policy be amended to reflect the permanent deletion of the Managing Director post and the permanent addition of the Chief Executive post including details of the salary of the new post.

3. PREVIOUS MINUTES

25th July 2019

4. BACKGROUND

The selection of a new permanent Chief Executive, who will be Head of Paid Services, has now been completed by Personnel Board following a rigorous external recruitment process.

The appointment of the permanent Head of Paid Service is a decision that needs to be approved by full Council on the recommendation of Personnel Board.

The approval of further interim arrangements of the role of the Head of Paid Service and that of Electoral Registration and (Local) Returning Officer is also required.

6. NEW CHIEF EXECUTIVE

The new post of Chief Executive was advertised nationally in the Municipal Journal and various on-line sites. External consultants were not employed, all recruitment and selection activities were completed in house.

In order to attract and secure the best candidate the salary of the post was advertised as 'competitive' with delegation to the HR manager after consultation with the leader to negotiate the remuneration package.

Four well qualified and experienced candidates were invited for assessment and following a rigorous process a preferred candidate was chosen by the Personnel Committee. The preferred candidate is an experienced Chief Executive in another local authority. In order to secure this candidate a salary of £155,000 per annum plus additional holiday entitlement was negotiated. It is also proposed that the new Chief Executive will be the Local Returning Officer and Local Registration Officer, however it has also been negotiated that the Chief Executive will not receive any fees in respect of Borough and Parish Council elections. It is also noted that no relocation expenses are required.

The preferred candidate has a contractual notice requirement of 6 months, however it is anticipated that he will be released from his current employment to take up the Chief Executive post in December 2019.

7. INTERIM ARRANGEMENTS

It is proposed that the following arrangements are in place from 19th September 2019.

The Director of Customer, Neighbourhood and Well-Being Services will continue to be the most Senior Officer in the Council. He will have

responsibility as Head of Paid Service including all responsibilities delegated to the Chief Executive in the Council's Pay Policy Statement. The title of this interim role will be continue to be 'Chief Operating Officer'.

He will undertake such duties and responsibilities of the Chief Executive as agreed with the Leader of the Council and will be paid an honorarium equivalent to 50% of the difference between his current role and that of the new Chief Executive, £1,612 per month, with effect from 19th September 2019. This arrangement will be until 1st December 2019 or the commencement of the new Chief Executive whichever is the sooner. These dates can be amended by the Assistant Director of Finance and Human Resources in consultation with the Leader.

The Monitoring Officer will continue to take on the role of the Local Returning Officer and Local Registration Officer on a temporary basis to ensure any potential elections can be completed in accordance with legal requirements. He will paid any necessary fees as set out in Council's Pay Policy. This arrangement will be until 1st December 2019 or the commencement of the new Chief Executive whichever is the sooner. These dates can be amended by the Assistant Director of Finance and Human Resources in consultation with the Leader.

8. 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 change in salary of the Head of Paid Service which has been recommended by Personnel Committee to full Council will require the Pay Policy to be 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.

9. FINANCE

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

10. ENVIRONMENTAL

There are no environmental issues arising from this report.

11. EQUALITIES

The appointment was undertaken within the framework of the Council's Recruitment & Selection policy which addresses Equality and Diversity issues. The appointment was widely advertised nationally to attract a range of candidates. The successful candidate demonstrated a

personal commitment to equality of opportunities during the selection process and will be expected to do so 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

13. WARD IMPLICATIONS

There are Council wide implications in relation to this matter

Report prepared by Sue Wilson, HR Manager, 01952 38351