

COUNCIL

20 July 2016

APPOINTMENT OF THE CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

REPORT OF THE LEADER OF THE COUNCIL

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RECENT REFERENCES:

None

EXECUTIVE SUMMARY:

Following the resignation of the current Chief Executive and Head of Paid Service with effect from 10 September 2016, due consideration has been given to all of the options available to the Council for fulfilling the required duties as a result of the vacancy that has arisen.

Approval is sought to recruit and appoint a Chief Executive and Head of Paid Service in accordance with the Officer Employment Procedure Rules and to establish an Appointment Sub-Committee of the Council.

Interim arrangements will be put in place to cover the duties of the Chief Executive between the date of the vacancy and the start date of a successful applicant.

RECOMMENDATION:

That the Council agree to:-

1. Establish a Sub Committee to appoint a Chief Executive and Head of Paid Service in accordance with the Officer Employment Procedure Rules Part 4 – Section 8.

2. An increase in the salary range for the post, so that the band is from £98,000 to £112,000.
3. Designate the Head of Organisational Development as Head of Paid Service from the date following the last day of employment of the current Chief Executive until the start date of a new Chief Executive and Head of Paid Service as set out in the report.

COUNCIL20 July 2016APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICEREPORT OF THE LEADER OF THE COUNCILDETAIL:1. Introduction

- 1.1. The post of Chief Executive and Head of Paid Service will be vacant from the 10 September 2016 following the resignation of the current post holder.
- 1.2. As is practice with all vacancies which occur within the Council, options have been duly considered by Cabinet for alternative ways of delivering the required duties of the post. These are:-
 - a temporary appointment to the Chief Executive and the Head of Paid Service post;
 - the possibility of a shared Chief Executive and Head of Service post with neighbouring authorities; and
 - the appointment of a replacement Chief Executive and Head of Paid Service on a permanent basis.
- 1.3. Given the changing nature of local government, a temporary appoint to the post was considered: however, this uncertainty and lack of clarity is likely to continue for the foreseeable future and it is clear that the organisation requires internal stability and continued leadership that would be best provided on a permanent basis.
- 1.4. Immediate neighbouring authorities have been approached to assess the possibility of sharing a Chief Executive. However, none currently offer a close fit in terms of shared aims and a common culture. For now, it is best for Winchester's Chief Executive to focus on the Council's own challenges and priorities.

The appointment on a permanent basis to the Chief Executive and Head of Paid Service role is felt to be the most appropriate option to ensure the ongoing efficient management and continued delivery of excellent services. With a permanent appointment the post holder will provide ongoing support for Members and raise the positive profile of the Council. It would ensure the continuous development and maintenance of working relationships between officers, Members and with partners, as well as contributing to the District, regional and national policy agenda.

2. Appointment of Chief Executive and Head of Paid Service
- 2.1 The draft Job Description and Person Specification for the role have been reviewed and updated where necessary to reflect the up to date requirements of the post (see Appendix 1).
- 2.2 The salary scale has been reviewed for this post. Having tested the market position extensively, and looking at the responsibilities and the ability to be able to recruit suitable candidates with the appropriate skills and experience, it appears that the salary banding should be increased. The current scale is from £83,808 to £97,320 and it is proposed that the range is set from £98,000 to £112,000 which would be at the top of scale.
- 2.3 The post will be advertised in accordance with the Officer Employment Procedure Rules and will be open for both Internal and External applicants to equally apply for the position.
- 2.3 The Council is requested to appoint an Appointments Sub-Committee, to include (in accordance with the Procedure Rules) at least one Cabinet Member, to oversee the recruitment process. Suggested membership would be the Leader and Deputy Leader of each group plus Chairman of Personnel Committee. The Council will approve the appointment of the Chief Executive and Head of Paid Service following the recommendation of the Sub-Committee.
- 2.4 Following a procurement exercise, proposals and quotations have been received from six recruitment specialist firms. These have been fully assessed to ensure both quality and value for money. As a result it is proposed to appoint Solace in Business as the recruitment specialist to assist the Council in this process. Solace in Business submitted the lowest quotation for the work, and are considered to have the appropriate level of skill and experience and resources for the task.
3. Interim arrangements for the period of the vacancy to the start date of an appointed Chief Executive And Head Of Paid Service
- 3.1 Interim management arrangements will be put in place following consultation with the current Chief Executive and Corporate Management Team. Council approval is required for the designation of an officer to act as the statutory Head of Paid Service on a temporary basis.
- 3.2 Under Section 4 of the Local Government and Housing Act 1989, it is the duty of the City Council to designate one of their officers as the Head of their Paid Service. That person is under a duty, where they consider it appropriate to do so in respect of certain matters on which they may be putting forward proposals, to prepare a report to the authority setting out those proposals. The matters specified are:-

- a) The manner in which the discharge of the Council's functions is co-ordinated;
- b) The number and grades of staff required to discharge those functions;
- c) The organisation of the Council's staff;
- d) The appointment and proper management of the Council's staff.

3.3 In view of the resignation of the current Head of Paid Service, it is therefore necessary to designate an officer to carry out these duties, pending the appointment of a new Chief Executive and Head of Paid Service as set out in this report. It is proposed to designate the Head of Organisational Development for this interim period to carry out these duties.

OTHER CONSIDERATIONS:

4. COMMUNITY STRATEGY AND PORTFOLIO PLANS (RELEVANCE TO):

4.1 This report covers issues which affect the Outcomes of Effective and Efficient Council and the delivery of the Portfolio Plans.

5. RESOURCE IMPLICATIONS:

5.1. The benchmark data and advice from various sources as set out in the report require that the salary band for the Head of Paid Service is uplifted to £98,000 - £112,000 to ensure that the post salary reflects the level of responsibilities, qualifications and qualities required by the post holder and is commensurate with similar posts within the employment market.

5.2. The cost to the Council, including Employers National Insurance and Pension Contributions, of the salary band in 5.1 would be £123,000 to £141,000, an increase of between £1,000 and £19,000 per annum over the current cost.

6. RISK MANAGEMENT ISSUES

6.1. There are risks associated with not appointing a Chief Executive by choosing not to recruit to a permanent position, which would affect the stability of the organisation, leading to a period of uncertainty and lack of clarity. Or if there is an inability to recruit a candidate of the required calibre due to a possible lack of competitive salary this would also cause uncertainty and would require a further review of the post and salary levels.

BACKGROUND DOCUMENTS:

None. (Proposals and quotations received from the recruitment consultants contain exempt information)

APPENDICES:

Appendix 1 Chief Executive and Head of Paid Service Job Description and Person Specification

CL129 Appendix 1 (i)

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WINCHESTER CITY COUNCIL JOB DESCRIPTION CHIEF EXECUTIVE'S DEPARTMENT

JOB TITLE: Chief Executive
POST: Member
LOCATION: City Offices and any other office of the City Council as may be required.
ACCOUNTABLE TO: The Council

GENERAL POST DESCRIPTION:

The nature and level of responsibility of this post are such that the identification of a complete and exhaustive list of duties and responsibilities is not possible. Accordingly this job description is intended as a guide only and should be read in conjunction with the Contract of Employment. Whilst the main areas of accountability are indicated together with certain particular duties, these will change from time to time in accordance with the changing needs of the Council and the general post objective.

GENERAL POST OBJECTIVE:

To be the Chief Executive Officer for the Council, Principal Policy Adviser and, in accordance with the provisions of the Local Government and Housing Act 1989, Head of Paid Service

PRINCIPAL ACCOUNTABILITIES:

- 1.1. To exercise authority over all the other Officers of the Council so far as this is necessary for the efficient management and execution of the Council's functions. To lead the Chief Officers of the Council in securing a corporate approach to the affairs of the Authority generally.
- 1.2. To be responsible for the efficient and effective implementation of the Council's programmes and policies and for ensuring that the resources of the Authority are most effectively deployed towards those ends.
- 1.3. To keep under review the organisation and administration of the Council and to make recommendations to the Council if, in the opinion of the post holder, changes are required in the interests of effective management.
- 1.4. To establish and maintain good working relationships with other Councils, local businesses and third parties across the district and region.
- 1.5. As Head of Paid Service to ensure that effective and equitable employment policies are developed and implemented throughout all departments of the Council in the interests both of the Council and the staff.

1.6. To be responsible for the management of the Corporate Management Team and other posts as designated.

Signed

Dated



JOB TITLE Chief Executive **POST NUMBER:** 4
DEPARTMENT: Chief Executive's Unit **DATE:** July 2016

Requirements		Weighting	Assessment Method
Skills	Proven ability of decision making in a political environment.	3	I/A
	Proven ability of developing and implementing solutions to major policy issues.	3	
	Proven ability of building productive working relationships with external parties, stakeholders and of working across organisational boundaries and actively encouraging others to participate in partnership working.	3	I/A
	Heightened awareness of the issues involved in economic growth in order to positively promote and drive forward the Council's economic agenda.	3	I/A
	Ability to manage and develop staff, including establishing a positive performance culture that has the delivered effective performance and continues service improvement.	3	I/A
Experience	Consistent achievement in leadership at Chief Executive or similar senior management level, within a local authority or multifunctional organisation of a comparable scope and complexity.	3	I/A
	Proven experience of understanding the sensitives involved in working in a political environment.	3	I/A
	Experience of leading and managing diverse teams within a multi-functional organisation.	3	I/A
	Experience of successful development and implementation of relevant strategies, polices	3	I/A

	<p>and practices that deliver high quality, customer focused services and translate organisational and service ambitions into real achievements.</p> <p>Evidence of achieving required performance levels in a cost effective, planned and timely way.</p>	3	I/A
Personal Qualities	An inspirational, highly visible and motivated leader with high levels of energy, stamina and resilience.	3	I/A
	A high level of intellectual capacity and an ability to challenge constructively.	3	I/A
	Ability to horizon scan and understand the future structures of local government and ensure that the Council is well placed to respond positively to future opportunities and challenges.	3	I/A
	Has the vision and credibility to deal with and drive forward transformation in local government.	3	I/A
	A strong commitment to local democracy, social justice, equality, safeguarding and accountability to the community.	3	I/A
	Personal conduct, political neutrality, integrity and credibility that commands the confidence of members, managers, staff and local communities, external partners and stakeholders.	3	I/A
Qualifications	Degree level qualification or equivalent work experience demonstrating a similar level of attainment.	3	A
	Management qualification or equivalent work experience demonstrating a similar level of attainment.	2	A
	Evidence of continued professional development (CPD)	3	A

Weighting

3 – Essential for the successful performance of the job
2 – Desirable but can be achieved through on the job training or experience
1 – Useful but not essential for successful performance of the job

Assessment

Application Form

A

Interview

I

Tests

T

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job