

TRAFFORD COUNCIL

Report to: Council
Date: 28 November 2018
Report for: Approval
Report of: Sara Saleh, Corporate Director of People

Report Title

Recruitment of Head of Paid Service/Chief Executive

Purpose of Report

This report seeks formal approval of the recommendation by the Appointments Committee to appoint Sara Todd as the permanent Chief Executive/Head of Paid Service, following the recruitment process undertaken during October/November 2018.

Recommendations/decisions required

That Council approves the appointment of Sara Todd as Chief Executive and Head of Paid Service and agrees that a formal offer of appointment can be made.

Contact person for access to background papers and further information:

Name: Sara Saleh
Extension: x 4007

Relationship to Policy Framework/Corporate Priorities	This proposal aligns with the all of the council's Corporate Priorities
Financial	There are no additional costs associated with this exercise to replace the outgoing CEO.
Legal Implications:	The statutory provisions applicable to the appointment of local authority Chief Officers and the constitutional requirements for the recruitment process are as set out in the report. In addition the process will be fully compliant with employment legislation.

Equality/Diversity Implications	Equality Impact Assessments will be undertaken in line with the Equality Framework at the appropriate time.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	As set out in the report
Risk Management Implications	The main risks are those arising from the appointment process, such as potential delays or an appointment is not made. These risks will be assessed and managed throughout the process.
Health & Wellbeing Implications	None
Health and Safety Implications	None

1.0 Executive Summary

1.1 Following the departure of the Chief Executive/Head of Paid Service, Theresa Grant on 30 June 2018, Council considered the recruitment to appoint her successor at the meeting of Council on 26 September 2018. At its meeting Council agreed to delegate all details of the recruitment and selection process, as required by Part 4 of the Council's Constitution, to an Appointments Committee. The Appointments Committee consisted of:

Cllr Andrew Western (Leader & Chair)
Cllr Catherine Hynes (Deputy Leader)
Cllr Sean Anstee
Cllr Geraldine Coggins
Cllr Ray Bowker

1.2 Gatenby Sanderson were engaged to undertake the recruitment campaign for the Chief Executive/Head of Paid Service position and to provide advice to the Appointments Committee on the longlisting and shortlisting process. They sourced the best candidates for the role through head hunting, advertising in the Municipal Journal, the development of a bespoke microsite and social media marketing.

1.3 A total of 11 applications were received for the position and on the 31 October 2018 the Appointments Committee agreed that 5 candidates should be longlisted and invited to attend a Technical Interview on the 5 November 2018 which formed the first stage of the recruitment and selection process.

1.4 The Technical Interviews were undertaken by Luke Judd (Gatenby) and Jim Taylor, Interim Chief Executive of Trafford Council and involved a one hour and 10 minute interview with each candidate focusing on career and

motivation, as well as more technical areas such as budgets, GM partnerships, political relationships, children's services and health and social care. The in-depth interviews were designed to provide the Appointments Committee with more information to consider as part of their deliberations.

- 1.5 The Appointments Committee received feedback from the technical assessment at a meeting on 7 November 2018 and agreed that 2 candidates be shortlisted to attend the Assessment Centre and a final interview conducted by the Appointments Committee.
- 1.6 The assessment centre took place on 15 and 16 November 2018. Day one involved a stakeholder Panel Interview which consisted of local community and business leaders, an interview with the council's Corporate Directors and a one to one meeting with the Leader and Deputy Leader. Following the interviews a round table discussion was held with candidates and a selection of staff from across the organisation nominated by Corporate Directors. This part of the process was not scored or assessed but provided an opportunity for staff to highlight some of the great work they do, and discuss some of the challenges they were facing. This culminated in the Appointments Committee conducting the final interviews on the 16 November 2018.

2.0 Recommendation

- 2.1 On the basis of all evidence demonstrated over the two days the Appointments Committee are recommending that Sara Todd be appointed as Chief Executive/Head of Paid Service.
- 2.2 Sara is currently the deputy to the Chief Executive of Manchester City Council undertaking key duties as delegated both within the City and with partners at a sub-regional and national level. She supports the Chief Executive, Senior Management Team, the Leader and Executive Members to deliver their political priorities for the people and neighbourhoods of Manchester
- 2.3 Her current portfolio includes leadership of Neighbourhoods functions – Highways; Libraries, Galleries and Culture; Parks, Events & Leisure; Waste and Street Cleansing; Enforcement and Community Safety; business units such as Markets, School Catering, Fleet and Bereavement Services; Neighbourhood Teams – and of Policy Performance and Research functions – HROD; Communications; City Policy; Reform and Innovation; Research and Intelligence.
- 2.4 The Proper Officer has advised the Executive of the recommended candidate in line with the requirements in the Constitution and no objections to the appointment have been received.
- 2.5 Council are requested to approve this recommendation to appoint Sara Todd in order that a formal offer can be made to her.