

## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 26th September 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

To set out the proposal for approval of organisational arrangements to secure the appointment of a single Head of Paid Service/Chief Executive.

### Recommendations/decisions required

That Council :

- Notes that at its meeting on 10th September 2018, Employment Committee agreed the recruitment process and supported the recommendations outlined in this report.
- Notes the arrangement whereby the Chief Executive was also appointed to act as the Accountable Officer ("AO") for Trafford NHS CCG ("the CCG") is to be discontinued;
- Notes that it is proposed to recruit to the role of Head of Paid Service and that, following approval by the CCG's Remuneration Committee and Governing Body that the two roles of AO and Head of Paid Service should be de-coupled, the CCG will recruit to the role of AO .
- Agrees that the post of Chief Executive/Head of Paid Service be recruited to at a salary maximum of £165,000.
- Agrees that the approval of all details of the recruitment and selection process as required by Part 4 of the Council's Constitution is delegated to an Appointments Committee;
- Notes that the Appointments Committee will undertake the recruitment and make a recommendation of the selected candidate to Council in accordance with the requirements of Part 4 of the Council's Constitution.
- Notes that the position will be advertised externally within the appropriate media and notes the overall timescales for the process proposed in Appendix 1 of the report.
- Agrees the engagement of a specialist recruitment agency to support the candidate search, candidate management and longlisting process.

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 process, such as potential delays, councillor availability, and sufficient candidates of appropriate calibre, failure to appoint. 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, Jim Taylor was appointed as the Interim Chief Executive with effect from 26 July 2018 under a secondment agreement which will continue until the end of the year whilst the substantive post of Chief Executive is appointed to.

1.2 At its meeting on 31<sup>st</sup> January 2018, Council agreed to a proposal that the Trafford Council Chief Executive be appointed as the Accountable Officer for NHS Trafford Clinical Commissioning Group as part of the integration of the two organisations. The previous Chief Executive had resigned from those additional responsibilities and the interim arrangements for both organisations had been such the roles were appointed to separately.

1.3 On the basis of a subsequent review of the management arrangements for both organisations it has been agreed that, whilst there is still undiminished support for the integration of the two organisations, there is no compelling case for a joint role at the current time. It is therefore proposed that the roles of Chief Executive Officer/Head of Paid Service and Accountable Officer for the CCG remain separate and are appointed to independently of each other to ensure that due focus and attention is given to the challenging agendas of both organisations, whilst maintaining a commitment to realise the benefits of joint commissioning.

1.4 It is necessary for the Council to appoint a suitable candidate for permanent appointment to the position of Head of Paid Service in order to comply with the statutory requirement as set out within Section 4 of the Local Government and Housing Act 1989. It is proposed that the role is recruited to through external recruitment.

1.5 The Council is required to convene an Appointments Committee to shortlist and interview candidates and select a preferred candidate which it will recommend to the Council for appointment having followed the procedures set out in the Council's Constitution (Part 4) and Officer Employment Procedure Rules (OEP 3(1)). An Appointments Committee must include at least one member of the Executive and the composition of the Appointments Committee is set out at para 2.1 below.

## **2.0 Recruitment process to the role of the Chief Executive/Head of Paid Service**

2.1 The Appointments Committee is required to be politically balanced and will consist of 5 Members as follows:

Two Labour, one Conservative, one Liberal Democratic & one Green Party member.

At least one member of the Appointments Committee must be a member of the Executive, with other members being nominated at the appropriate time by the relevant Party Leaders. Members that serve on the Appointments Committee must take part in all parts of the process.

2.2 The Appointments Committee will be asked to finalise and agree all details for the recruitment and appointment process including the job description and person specification.

2.3 In summary the key responsibilities for the Chief Executive are as follows:

- Head of Paid Service in accordance with the Local Government and Housing Act 1989.
- The Electoral Registration Officer and Returning Officer for the Council in accordance with the Representation of the People Act 1983.
- Chair of the Leadership Team and line manager of Corporate Directors who are part of the Leadership Team.

- Provide strategic leadership and vision for the Council and the borough of Trafford; to set the culture for the organisation, to work with the political leadership to deliver the Council's priorities and to be accountable for the performance of the Council.
- To ensure that strategic policy objectives of Elected Members are identified and achieved effectively and economically.
- To represent and promote the Council locally, regionally, nationally and internationally.
- Ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.
- To provide strategic leadership and direction to employees and partners
- To drive service improvements and co-ordinate strategies to deliver results and key priorities within that vision, ensuring a clear sense of ambition, direction and purpose.
- Lead role with regard to the Council's transformation and developing partnership and collaborative working across and outside of the borough.

The timescale for recruitment is set out at Appendix 1 – Recruitment Timescales.

### **3.0 Remuneration**

3.1 Under section 112 of the Local Government Act 1972, the Council has the power to appoint officers on such reasonable terms and conditions as the authority thinks fit. In determining the pay and remuneration of the Chief Executive/Head of Paid Service, the Council will comply with all relevant employment legislation.

3.2 It is proposed that the remuneration for the Head of Paid Service is a salary maximum of £165,000, which has been benchmarked across other local authorities and is in line with the current market rate. There are minimal additions to salary including Returning Officer fees for local and other elections as they arise.

### **4.0 Appointment and Recruitment Process**

4.1 The first stage of this process is to appoint an Executive Search Company with expertise in senior local government recruitment to assist the Council to identify suitable candidates to apply for the role and to provide advice to the Appointments Committee on the longlisting process.

4.2 The Appointments Committee, as referred to in Part 4 (8d) of the Council's Constitution, will be asked to consider and agree the qualities and attributes they would wish to see in the person who is to be appointed as the new Chief Executive/Head of Paid Service. Members of the Appointment Committee will also be asked to consider the options available for the recruitment and selection process to ensure that the Council is able to secure the best possible appointment.

4.3 The recruitment process will include the appointment of technical panels involving a range of stakeholders who will interview candidates and provide information to the Appointments Committee as part of the assessment process.

4.4 The Appointments Committee will determine the suitable candidate following participation in final interview and completion of the assessment process for recommendation to Council.

## 5.0 Employment Committee

5.1 The Employment Committee held on 10<sup>th</sup> September 2018 agreed to support the recommendations to Council as follows:

- Agrees the arrangement whereby the Chief Executive was also appointed to act as the Accountable Officer (“AO”) for Trafford NHS CCG (“the CCG”) is to be discontinued;
- Agrees to recruit to the role of Head of Paid Service and that, following approval by the CCG’s Remuneration Committee and Governing Body that the two roles of AO and Head of Paid Service should be de-coupled, the CCG will recruit to the role of AO .
- Agrees that the post of Chief Executive/Head of Paid Service be recruited to at a salary maximum of £165,000.
- Agrees that the approval of all details of the recruitment and selection process as required by Part 4 of the Council’s Constitution is delegated to an Appointments Committee;
- Notes that the Appointments Committee will undertake the recruitment and make a recommendation of the selected candidate to Council in accordance with the requirements of Part 4 of the Council’s Constitution;.
- Notes that the position will be advertised externally within the appropriate media and notes the overall timescales for the process proposed in Appendix 1 of the report.

Appendix 1

# Chief Executive

