

# **Cheltenham Borough Council**

## **Appointments and Remuneration Committee - 20 January 2016**

### **Appointment of the Head of Paid Service**

<b>Accountable member</b>	N/A
<b>Accountable officer</b>	<b>Andrew North, Chief Executive</b>
<b>Ward(s) affected</b>	<b>None</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	The Council's current Chief Executive (who also undertakes the statutory role of Head of Paid Service) is due to leave the council on 27 <sup>th</sup> March 2016 following the decision by Council in October 2015 to make his post redundant. The purpose of this report is to consider the appointment of the council's current Deputy Chief Executive (Pat Pratley), to the new interim post of Head of Paid Service (HoPS) with effect from 28 <sup>th</sup> March 2016. It is intended that the council's senior management team, including this new post, will be reviewed in 2017 in the context of the 2020 Vision Programme.
<b>Recommendations</b>	<p>It is recommended that the Appointments and Remuneration Committee:</p> <ol style="list-style-type: none"><li>1. Agrees the content of this report noting the deletion of the post of Deputy Chief Executive as referenced in para 1.4.</li><li>2. Approves the salary of £99,975 and job description for the new post of Head of Paid Service (HoPS), noting that the post is intended to be an interim one.</li><li>3. Considers the appointment of the Deputy Chief Executive (Pat Pratley) to the HoPS post</li><li>4. Makes an onward recommendation to Council for appointment to the HoPS post and also to the roles of Returning Officer and Electoral Registration Officer</li><li>5. Request that the HR Manager supports Members of the A&amp;R Committee and the HoPS in reviewing the council's Senior Leadership Team structure during 2017.</li><li>6. Authorises the HR Manager to undertake all necessary processes and procedures to implement the above recommendations.</li></ol>

<b>Financial implications</b>	The HR Manager has reviewed the interim role against the role of the deputy CEO and CEO roles and recommends that the HoPS role have a salary £99,975. The current Deputy CEO Role has a salary of £91,975; the additional £8K will be funded from part of savings from the deletion of the CEO post.  <b>Contact officer:</b> Paul Jones paul.jones@cheltenham.gov.uk, 01242 775154
<b>Legal implications</b>	The Council has a statutory duty to appoint a designated head of paid service under section 4 of the Local Government and Housing Act 1989 and it is intended that the new HoPS post undertakes the statutory role. The Appointment and Remuneration Committee agree who to appoint as head of paid service but the final decision on the appointment rests with Council. The Employment Rules must be complied with and this includes the need to consult with Cabinet before any offer of appointment is made.  <b>Contact officer:</b> peter.lewis@tewkesbury.gov.uk, 01684 272012
<b>HR implications (including learning and organisational development)</b>	As contained in the body of this report.  <b>Contact officer:</b> Julie McCarthy HR Manager Julie.mccarthy@cheltenham.gov.uk, 01242 26 4355
<b>Corporate and community plan Implications</b>	N/A
<b>Environmental and climate change implications</b>	N/A.
<b>Property/Asset Implications</b>	N/A.

## 1. Background

- 1.1 On 19<sup>th</sup> October 2015 Council resolved that the council's revised senior management structure, which included the deletion of the post of Chief Executive and consequential costs, be approved for consultation with affected staff and recognised trade unions with a proposed implementation date of 28 March 2016.
- 1.2 The Chief Executive was authorised to undertake all necessary processes for the introduction of the revised senior management structure and to make any changes to the structure arising from consultation provided that such changes fall within the budget and overall parameters of the structure (as referenced in the October Council report).
- 1.3 Council agreed also to internally recruit to the post of Head of Paid Service (who it is anticipated will also become the Returning Officer/Electoral Registration Officer from 23 May 2016 subject to approval of Council) and noted that the appointment to the post will be undertaken by the Appointments and Remuneration Committee (A&R Committee) with final approval resting with Council.
- 1.4 The consultation with the senior leadership team (SLT) has now concluded. The role of Deputy Chief Executive (which also deputises in the head of paid service role) is set to be deleted from the structure and this places the present post holder at risk of redundancy. However, the newly

created HoPS role is viewed as a suitable alternative post. As there is only one senior officer at risk of redundancy members are now being asked to agree that the ring fenced employee be considered for and appointed to the post on an interim basis (see 3.2 below).

## **2. HoPS responsibilities**

**2.1** The A&R Committee is asked to approve the interim Job Description as set out in appendix 1. In summary the key responsibilities are as follows:

- Appointed as HoPS in accordance with the Local Government Act 1989 (from 28<sup>th</sup> March 2016)
- Appointed as the Electoral Registration Officer and Returning Officer for the council in accordance with the Representation of the People Act 1983 (from 31<sup>st</sup> May 2016)
- Chair of the Senior Leadership Team/Executive Board
- Line manager of the Directors who form the Executive Board
- Work with the Partnership MD and the other partner council's heads of paid service (council directors) to develop the 2020 partnership, and be the officer responsible for ensuring that the council's requirements are met and that independence and sovereignty of decision making is secured.
- Accountable for the delivery of the council's Corporate Plan, Strategy and overall leadership of the wider leadership team and all council employees, working under the Leader of the Council, Cabinet and all Council Members.

## **3. Appointment Process**

**3.1** It is the recommendation of the HR Manager that, as this is intended to be an interim post, a light touch appointment process is followed. Therefore, A&S Committee is being asked to review the interview notes from the 2013-2014 SLT informal interviews and consider any additional development requirements to support the transition into the new role to be identified as part of the 2016-2017 appraisal process.

**3.2** The HoPS post will be reviewed in 2017. The reason for this being that the council needs to review, in the context of the 2020 Vision Programme, which services will be shared with partner councils or commissioned and which services will remain with the council and how these decisions impact on the current senior leadership team roles.

## **4. Reasons for recommendations**

**4.1** The interim HoPS post is a suitable alternative role for the employee currently at risk of redundancy following the proposed changes to the council's senior leadership team.

**4.2** Members will be already very familiar with the employee's knowledge, skills and expertise having worked closely with her in her role of Deputy Chief Executive/Deputy HoPS for a significant period of time.

**4.3** The council is about to enter yet another a period of significant change, having stability from a senior officer who has played a key part in many of the major changes leading the way forward as the current CEO departs is very important for the council, its employees and all the council's stakeholders.

## **5. Alternative options**

**5.1** N/A.

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<b>Appendices</b>	Appendix 1 – Interim HoPS JD
<b>Background information</b>	Council Report on 2020 Vision October 2015 SLT informal interview notes (exempt)