

**Cheltenham Borough Council**  
**Council - 25 February 2016**  
**Appointment of the Head of Paid Service**

<b>Accountable member</b>	<b>Councillor Wendy Flynn as Chair of the Appointments and Remuneration Committee</b>
<b>Accountable officer</b>	<b>Andrew North, Chief Executive</b>
<b>Ward(s) affected</b>	<b>None</b>
<b>Significant Decision</b>	<b>Yes</b>
<b>Executive summary</b>	The authority's current Chief Executive (who also undertakes the statutory role of Head of Paid Service) is due to leave the council on 27 March 2016 following the decision by Council in October 2015 to make his post redundant. The purpose of this report is to ask Members to consider the appointment of the council's current Deputy Chief Executive (Pat Pratley), to the new post of Head of Paid Service (HoPS) on an interim basis with effect from 28 March 2016. By appointing to the HoPS role on an interim basis the council is simply signalling its intention to carry out a further review of the senior structure during 2017 when it is hoped that a more detailed position of the impact of the 2020 Programme and the devolution agenda will be known.
<b>Recommendations</b>	<p>The Appointments and Remuneration Committee recommend that Council:</p> <ol style="list-style-type: none"> <li>1. Approves the appointment of Pat Pratley to the role of Head of Paid Service and that the appointment will be from 28 March 2016</li> <li>2. Notes that the appointment incorporates the responsibility for the roles of: <ul style="list-style-type: none"> <li>• Returning Officer and Electoral Registration Officer from 23 May 2016.</li> </ul> </li> <li>3. Notes that a further review of the council's Senior Leadership Team structure will take place during 2017.</li> </ol>

<b>Financial implications</b>	<p>The HR Manager has reviewed the interim role against the role of the deputy CEO and CEO roles and recommends that the HoPS role attracts a salary higher than the current Deputy CEO salary. The additional salary of £8K per annum will be funded from part of the savings from the deletion of the CEO post.</p> <p><b>Contact officer: Nina Philippidis</b>  <b>nina.philippidis@cheltenham.gov.uk 01242 26 4121</b></p>
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<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: peter.lewis@tewkesbury.gov.uk, 01684 272012</b>
<b>HR implications (including learning and organisational development)</b>	As contained in the body of this report.  <b>Contact officer: Julie McCarthy HR Manager Julie.mccarthy@cheltenham.gov.uk, 01242 26 4355</b>
<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 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 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 would 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, Pat Pratley, at risk of redundancy. However, the newly created HoPS post is viewed as a suitable alternative role. As there is only one senior officer at risk of redundancy members are now being asked to agree that the ring fenced employee be appointed to the post of Head of Paid Service on an interim basis of up to 18 months. By appointing to the HoPS role on an interim basis the council is simply signalling its intention to carry out a further review of the senior structure during 2017.

## 2. Reasons for recommendations

- 2.1** The council is about to enter yet another significant period of change. It is not clear at this stage what impact the 2020 Partnership will have on the retained authority. With this in mind the Council agreed in October to internally appoint to the role of HoPS.

- 2.2** The formal consultation and review of the SLT has now taken place and the decision to delete Pat Pratley's substantive post of Deputy Chief Executive has been approved. This places her at risk of redundancy. The Council has an obligation under its Redundancy Policy to minimise compulsory redundancies and looks to seek alternative employment options. The HoPS post is viewed by the HR Manager to be a suitable alternative role for her.
- 2.3** Organisational stability is important for any organisation especially during periods of significant change. Members are already familiar with the Pat Pratley's knowledge, skills and expertise having worked closely with her in her role of Deputy Chief Executive/Deputy HoPS for a significant number of years. As a senior officer, Pat Pratley has played a key part in many of the major changes this authority has already gone through including the setting up of GO, her work to date with 2020, having her lead the organisation forward as the current CEO departs will be very important for the council, its employees and all the council's stakeholders.
- 3. Alternative options**
- 3.1** The position of Head of Paid Service becomes vacant on 28 March 2016. The Appointment and Remuneration Committee discussed a number of alternative options. These are listed below:
- 3.1.1** Advertise externally and appoint an interim Head of Paid Service on a temporary contract whilst a recruitment campaign to appoint permanently takes place.
- 3.1.2** Go straight to advertising externally/internally and appoint to a permanent Head of Paid Service
- 3.1.3** Look to share the post of HoPS with one of the 2020 Partner Councils.
- 3.1.4** Look to share the post of HoPS with another neighbouring authority.
- 3.2** The interim arrangements outlined in the recommendation section above are considered to be the most appropriate for the Council at this time. The committee acknowledged that the alternative options of appointing to the HoPS post externally would not be appropriate bearing in the mind the stability the organisation required over the next 12 -18 months in terms of moving forward with 2020 Partner Councils and the uncertainty or what the exact requirements for the role would be in the future.

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<b>Appendices</b>	Appendix 1 – HoPS JD
<b>Background information</b>	Council Report on 2020 Vision October 2015 Appointment & Remuneration Committee Report January 2016.