

# Chief Officers' Employment Panel Second Supplemental Agenda

**Date: Thursday 20 April 2023**

## Agenda - Part I

4. **Advertising of a Chief Officer Post – Head of Paid Service (Managing Director)** (Pages 3 - 10)  
Report of the Director of Human Resources and Organisational Development

## Agenda - Part II - Nil

Note: In accordance with the Local Government (Access to Information) Act 1985, the following agenda item has been admitted late to the agenda by virtue of the special circumstances and urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
4 Advertising of a Chief Officer Post – Head of Paid Service (Managing Director)	Members are requested to consider the report, as a matter of urgency, to enable the advertising and recruitment to the role to be progressed.

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**Report for: Chief Officers’  
Employment Panel**

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<b>Date of Meeting:</b>	20 April 2023
<b>Subject:</b>	Advertising a Chief Officer Post – Head of Paid Service (Managing Director)
<b>Responsible Officer:</b>	Stacy Bailey – Director of HR & OD
<b>Exempt:</b>	Public
<b>Wards affected:</b>	All
<b>Enclosures:</b>	Appendix 1 – Role Profile for the Head of Paid Service (Managing Director)

## **Section 1 – Summary and Recommendations**

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This report sets out the process for the recruitment to the role of Head of Paid Service (Managing Director). The Panel is asked to agree the process and remuneration package.

### **Recommendations:**

The Panel is requested to:

1. Approve the amendment of the current role profile of Chief Executive (Head of Paid Service) to Head of Paid Service (Managing Director) as set out in the Appendix;
2. Approve the salary package and recruitment process for the post of the Head of Paid Service (Managing Director) with a salary package of £165,941 - £188,333 for an initial 6 month period with an option to extend on a fixed term basis for a further three years to November 2026;
3. Recommend the appointment of the successful candidate to Council on 18 May 2023, subject to there being no well- founded objections from members of the Executive;
4. Agree that a further meeting of the Panel be convened in Autumn 2023 to review the arrangements with a view to making a recommendation to Council in November 2023.

## **Section 2 – Report**

### **Head of Paid Services**

The Head of Paid Service is a statutory role for the Council and has been fulfilled since September 2022 by the current postholder who has submitted his resignation and therefore the recruitment to this statutory post needs to be undertaken. The Head of Paid Service post holds significant statutory responsibilities in how the Council manages staff and delivers services to the residents.

In the first instance it is recommended to change the role profile from Chief Executive (Head of Paid Service) to Head of Paid Service (Managing Director). In the Council's Constitution, the role is simply referred to as the 'Head of Paid Service' and as such the recommended change has no constitutional implications. This change better reflects the nature of the proposed initial arrangement. This will be reviewed after the initial six month period.

It is proposed that suitable candidates who are currently a direct report to the Head of Paid Service be invited to apply for the post of Head of Paid Service (Managing Director) by submitting an application along with their curriculum

vitae. Upon receipt of candidate applications, a further meeting of this Panel will be convened to interview the candidates and make any recommendations to Council on an appointment.

It is proposed that, in the first instance, the role will be for an initial 6 month period with an option to extend on a fixed term for an additional three years. The Panel will therefore need to meet in the Autumn to consider the arrangement going forward and make a further recommendation to Council on the appointment.

## **Legal Implications**

The Chief Officers' Employment Panel has delegated powers to:

- Approve remuneration packages of £100,000 or over for any Council post; and
- To appoint Chief Officers.
- To recommendations to Council on the appointment of the Head of Paid Service

The Head of Paid Service is a statutory role and full Council will be required to approve the appointment before it is offered to the candidate following the recommendation from the Panel.

As the Head of Paid Service is a statutory post an offer of employment can only be made once members of Cabinet have been given 5 clear working days to express any material and well-founded objections.

## **Financial Implications**

The Head of Paid Service post is graded CE with salary packages £165,941 - £188,33.

This post is budgeted for and is part of the establishment.

## **Risk Management Implications**

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **n/a**

## **Equalities implications / Public Sector Equality Duty**

Was an Equality Impact Assessment carried out? No

- The role quoted in this report has a responsibility to deliver the Council's vision and values by addressing inequalities faced by the residents of Harrow.
- The responsibility of this postholder is to promote equality, diversity and inclusion and the reduction of inequalities ensuring that everyone can contribute through everyday actions to deliver the required health and wellbeing outcomes.

### **Council Priorities**

The Head of Paid Service (Managing Director) will assist in delivering the following priorities

1. **A council that puts residents first**
2. **A borough that is clean and safe**
3. **A place where those in need are supported**

### **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Dawn Calvert**

Signed by the Chief Financial Officer

**Date: 18/04/2023**

**Statutory Officer: Jessica Farmer**

Signed by the Monitoring Officer

**Date: 18/04/2023**

**Chief Officer: Patrick Flaherty**

Signed by the Chief Executive

**Date: 18/04/2023**

### **Mandatory Checks**

**Ward Councillors notified: NO, as it impacts on all Wards**

## **Section 4 - Contact Details and Background Papers**

**Contact:** Akhil Wilson, Head of Resourcing, Akhil.wilson@harrow.gov.uk

**Background Papers:** None

If appropriate, does the report include the following considerations?

- |                 |    |
|-----------------|----|
| 1. Consultation | NO |
| 2. Priorities   | NO |

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<b>Job Title</b>	Head of Paid Service (Managing Director)
<b>Pay Grade</b>	£165, 941 - £188,333
<b>Council</b>	London Borough of Harrow
<b>Responsible to</b>	Leader of the Council and to Council.

**Role Purpose**

- To be the Council's Head of Paid Service and responsible for duties as set out in the statutory guidance on role and responsibilities.
- To oversee the strategic and general management of the Council.
- To lead and develop strategic partnerships.
- To sustain the democratic process to ensure the effective delivery of the Council's goals.
- To deliver the vision and priorities of the administration.

**Main Accountabilities**

**Leadership**

- In collaboration with Elected Members to establish and implement a vision for Harrow in the development of its services, organisation and workforce.
- To provide dynamic and innovative managerial leadership to the authority.
- To deliver efficiency and value for money and sound financial management.
- To lead and develop a successful, effective and innovative top management team to fulfil the Council's objectives.
- To develop and maintain a learning culture designed to encourage an effective contribution by all staff within the organisation.
- To ensure that structures and process inform sound decision-making and service delivery.
- To develop and maintain a sense of collective responsibility amongst senior managers in relation to Council services as a whole
- To be the Council's principal adviser on the corporate policies of the authority.
- To chair and oversee the Council's Management Board
- To advise the Cabinet in its decision-making processes
- To develop and maintain a healthy and effective interface between the Council's Elected Members and Officers.
- To attend Civic and Ceremonial functions and other events as required.

To oversee and have direct reporting lines to the Statutory Officers and to ensure that their duties are fulfilled and that they have sufficient resources. The statutory Officers are:

- The Chief Finance Officer
- The Monitoring Officer
- The Director of Children's Services
- The Director of Adult Social Services
- The Director of Public Health

This responsibility is automatically extended/amended should the number or duties of Statutory Officer change subsequent to the date of this Job Description.

### **Partnership**

- To champion Council engagement with residents and the community.
- To chair the Harrow Chief Officers Group and any other such partnerships entered into by the Council where it is appropriate to do so.
- To develop and promote the organisational and leadership framework that will generate and sustain partnerships and networks to facilitate social inclusion and economic wealth.
- To build effective and productive relationships with the voluntary and community sector in order to deliver improved outcomes for Harrow residents.
- To ensure the Council is represented at local, regional and national levels to promote opportunities for regeneration and investment.
- To support Elected Members to determine the most effective democratic process and means of communication with the people they represent.

### **Service Delivery**

- To develop a corporate culture designed to promote quality service delivery through devolution, effective communication and focus on customer services.
- To provide the commitment and leadership to ensure a process of continuous improvement of customer services can be sustained.
- To encourage promote and lead innovation in the development of new approaches to service delivery.
- To challenge and develop services to provide value for money for Council Taxpayers.

### **Performance and Resource Management**

- To provide effective management arrangements to ensure the council's resources are used to best effect and will meet the Council's goals and objectives.
- To sustain a culture to encourage a meaningful contribution by all employees through their continuing development and commitment.
- To develop and maintain a governance and performance frameworks to clarify accountabilities, expectations and ensure that effective monitoring, reporting and challenge mechanisms are in place.
- To provide effective civil emergency planning, leadership and management.

### **Diversity, Equality and Inclusion**

- To provide the leadership, communication and action which will exemplify the Council's values, sense of purpose and commitment to ensure equality of opportunity and strengthen cohesion in the local community.
- To manage the senior leadership teams and service provided in a way that promotes the Council's approach to diversity.

### **Values, Behaviours and Equalities**

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are:

#### **Be Courageous, Do It Together and Make It Happen**

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.