

# Chief Officers' Employment Panel

## AGENDA

**DATE:** Thursday 18 October 2018

**TIME:** 2.00 pm

**VENUE:** Committee Room 5, Harrow Civic Centre, Station Road, Harrow, HA1 2XY

### **MEMBERSHIP** (Quorum 3)

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**Chair:** Councillor Graham Henson

**Councillors:**

Sue Anderson  
Keith Ferry

Marilyn Ashton  
Paul Osborn

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## **Useful Information**

### **Meeting details:**

This meeting is open to the press and public.

Directions to the Civic Centre can be found at:  
<http://www.harrow.gov.uk/site/scripts/location.php>.

### **Filming / recording of meetings**

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When present in the meeting room, silent mode should be enabled for all mobile devices.

### **Meeting access / special requirements.**

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**Agenda publication date: Wednesday 10 October 2018**

## **AGENDA - PART I**

### **1. MEMBERSHIP**

To note under the provisions of the formula membership the attendance of any nominees.

### **FOR INFORMATION**

### **2. DECLARATIONS OF INTEREST**

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Panel;
- (b) all other Members present.

### **3. MINUTES (Pages 5 - 8)**

That the minutes of the meeting of the Chief Officers' Employment Panel held on 28 June 2018 be taken as read and signed as a correct record.

### **4. RECRUITMENT TO THE POST OF DIRECTOR OF ADULT SOCIAL SERVICES (To Follow)**

Report of the Corporate Director, People (Interim)

### **5. EXCLUSION OF THE PRESS AND PUBLIC**

To resolve that the press and public be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of confidential information in breach of an obligation of confidence, or of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972:

<u>Agenda Item No</u>	<u>Title</u>	<u>Description of Exempt Information</u>
6.	Appointment of Chief Executive (Head of Paid Service)	Information under paragraph 1 (contains information relating to any individuals).

## **AGENDA - PART II**

### **6. APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE) (To Follow)**

To receive details of candidates for the role of Chief Executive (Head of Paid Service).

### **FOR CONSIDERATION**

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# CHIEF OFFICERS' EMPLOYMENT PANEL MINUTES

## 28 JUNE 2018

**Chair:** \* Councillor Graham Henson

**Councillors:** \* Sue Anderson \* Keith Ferry  
\* Marilyn Ashton \* Paul Osborn

\* Denotes Member present

### 1. Membership

**RESOLVED:** To note that there were no nominee Members in attendance.

### 2. Declarations of Interest

The Divisional Director, Strategic Commissioning advised Members that as he had a pecuniary interest in item 5, Extension of existing Interim Senior Management Arrangements, he would leave the room the consideration and vote on this item. Similarly, he advised that the Interim Chief Executive (Head of Paid Service) would not be in attendance for the consideration and vote on item 4, Recruitment Process for the appointment of Chief Executive (Head of Paid Service).

**RESOLVED:** To note that there were no declarations of interest made by Members.

### 3. Minutes

**RESOLVED:** That the minutes of the meeting held on 26 March 2018 be taken as read and signed as a correct record.

## RESOLVED ITEMS

### 4. **Agreeing the Recruitment Process for the Permanent Appointment of a Chief Executive (Head of Paid Service)**

Members received a report which set out the proposal for the recruitment to the role of Chief Executive (Head of Paid Service). The Divisional Director, Strategic Commissioning advised that authority was being sought to approach recruitment agencies with a view to identifying a suitable candidate for this role.

Two Members indicated that their Group did not agree that the Council should appoint a full time Chief Executive but should instead explore formally the possibility of a shared Chief Executive with another Council. Such discussions should take place before the recruitment process was commenced.

Other members of the Panel acknowledged the views expressed and stated that a number of options had been considered.

An amendment to the recommendation was moved, put to the vote and was lost.

**RESOLVED:** That the Director of Legal and Governance Services be authorised, following consultation with the Leader of the Council, to approach recruitment agencies to support the recruitment process for the position of Chief Executive (Head of Paid Service).

[Note: Councillor Marilyn Ashton and Councillor Paul Osborn wished to be recorded as having voted against the above Resolution.]

### 5. **Extension of existing Interim Senior Management Arrangements**

The Panel, having adjourned at 3.20 pm reconvened at 3.22 pm, considered a report of the Interim Chief Executive which sought authority to extend the interim arrangements for the Council's senior management structure.

Members noted that the report included a confidential appendix and one Member challenged the grounds for the exempt information. Members agreed that this matter be raised with the Director of Legal and Governance Services as this was a recurring issue at Panel meetings. If appropriate, the appendix would be attached to the minutes.

The Interim Chief Executive outlined the content of the report and advised that he would report back to the Panel if there were any further changes to the senior management structure.

**RESOLVED:** That, having noted the information contained in the appendix, the following interim arrangements be extended until after the recruitment to the Chief Executive (Head of Paid Service) position who will then put in place his/her permanent senior management structure:

- (1) the Divisional Director Children and Young People Service continue to act up into the position of Corporate Director of People on an interim basis, subject to there being no well-founded objections from members of the Executive;
- (2) the Head of Adult Social Care continue to act up into the role of Director of Adult Social Services on an interim basis, subject to there being no well-founded objections from members of the Executive;
- (3) the Corporate Director of Community continue on an interim basis to be responsible for the Planning and Regeneration Directorate and be the line manager of the Director of Planning and Regeneration;
- (4) the Director of Finance continue to take on additional responsibilities as agreed by this Panel in February 2018;
- (5) the Divisional Director Strategic Commissioning to continue take on additional responsibilities as agreed by this Panel in February 2018;
- (6) the Divisional Director Commissioning and Commercial Services (Community Directorate) continue to take on additional responsibilities as agreed by this Panel in February 2018;
- (7) the Head of Service Corporate Parenting continue to act up into the position of Divisional Director Children and Young People Service.

(Note: The meeting, having commenced at 3.08 pm, closed at 3.35 pm).

(Signed) COUNCILLOR GRAHAM HENSON  
Chair

## ADDITIONAL RESPONSIBILITIES

**1. The additional responsibilities for the Director of Finance include:**

- Internal Audit & Corporate Anti-Fraud
- Procurement
- Interface to Council Trading Arrangements
- Coordination of Portfolio Holder Arrangements with Portfolio Holder for Finance and Commercialisation
- Chairing of Resources and Commercial Directorate Management Team
- Chairing of Commissioning and Commercial Board and sign off of Procurement Gateways

These additional responsibilities will be recognised through an acting up allowance equivalent to £7,000 per year.

**2. The additional responsibilities for the Divisional Director Strategic Commissioning include:**

- Human Resources & Payroll
- Shared Service Governance with Buckinghamshire County Council
- Coordination of Portfolio Holder Arrangements with Portfolio Holder for Performance, Corporate Resources & Customer Services
- Preparation for and coordination of Resources & Commercial Improvement Boards
- Coordination of Directorate Joint Committee
- Coordination of Resources & Commercial briefing to Scrutiny Lead Councillors

These additional responsibilities will be recognised through an acting up allowance equivalent to £7,000 per year.

**3. The additional responsibilities for the Divisional Director Commissioning & Commercial Services include:**

- Commercialisation Strategy and Commercial Expansion
- Commercial Reporting
- Coordination of Portfolio Holder arrangements with Portfolio Holder for Finance & Commercialisation regarding commercialisation.

These additional responsibilities will be recognised through an acting up allowance equivalent to £3,500 per year.