



LONDON BOROUGH OF  
**HARROW**

# **Chief Officers' Employment Panel Agenda**

**Date:** Thursday 16 November 2023

**Time:** 5.15 pm

**Venue:** Meeting Room 3, Fourth Floor - Harrow Council  
Hub

## **Membership (Quorum 3)**

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**Chair:** Councillor Paul Osborn

**Conservative Councillors:** David Ashton  
Marilyn Ashton (VC)  
Stephen Greek

**Labour Councillors:** Simon Brown  
David Perry  
Natasha Proctor

**Contact:** Alison Atherton, Senior Professional - Democratic Services  
Tel: 07825 726493 E-mail: [alison.atherton@harrow.gov.uk](mailto:alison.atherton@harrow.gov.uk)

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**Agenda publication date: Wednesday 8 November 2023**

## **Agenda - Part I**

1. **Membership**  
To note, under the provisions of the formula membership, the attendance of any nominees.
2. **Declarations of Interest**  
To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from all Members present.
3. **Minutes** (Pages 5 - 8)  
That the minutes of the meeting held on 31 August 2023 be taken as read and signed as a correct record.
4. **Employment arrangements for the Head of Paid Service (Managing Director)**  
(Pages 9 - 18)  
Report of the Director of Human Resources and Organisational Development

## **Agenda - Part II**

**Nil**

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# Chief Officers' Employment Panel

## Minutes

### 31 August 2023

**Present:**

**Chair:** Councillor Paul Osborn

**Councillors:** David Ashton Pritesh Patel  
Marilyn Ashton David Perry  
Simon Brown

**55. Membership**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed nominated Member:-

Ordinary Member

Nominated Member

Councillor Natasha Proctor

Councillor Simon Brown

**56. Declarations of Interest**

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

**57. Minutes**

**RESOLVED:** That the minutes of the meeting of the Chief Officers' Employment Panel held on 18 July 2023 be taken as read and signed as a correct record.

## Resolved Items

### 58. Recruitment of Interim Director of Finance and Assurance (Section 151 Officer)

Members received a report which set out the process for the recruitment to the post of Interim Director of Finance and Assurance (Section 151 Officer).

**RESOLVED:** That the two shortlisted candidates, whose details had been circulated in confidential supplemental agenda, be interviewed.

### 59. Restructuring of Corporate Resources and Transformation Senior Management Posts

Members received a report which set out proposals for a permanent senior management structure for the Corporate Resources and Transformation Directorate following consultation with the senior management team and Trade Unions.

**RESOLVED:** That:

- (1) the posts and remuneration packages for the posts of the Assistant Director Digital, Data and Customer Experience and Assistant Director Corporate Strategy all at D1 grade (£91,353 - £107,309) be approved;
- (2) the deletion of the roles of Head of Change and Flexible Futures (D1) and the Director of Strategy and Partnerships D2 be noted; and
- (3) the post of Assistant Director, Digital, Data and Customer Experience be paid £6,047 to undertake additional duties leading the Digital Transformation Programme for the Council.

### 60. Exclusion of the Press and Public

**RESOLVED:** That in accordance with Part I of Schedule 12A to the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
6.	Appointment of the Interim Director of Finance and Assurance (Section 151 Officer)	Information under paragraph 1 (contains information relating to any individual).
Appendix 3 to Item 7.	Restructuring of Corporate Resources and Transformation Senior Management Posts	Information under paragraph 1 (contains information relating to any individual).

**61. Restructuring of Corporate Resources and Transformation Senior Management Posts**

**RESOLVED:** That the exempt appendix 3 to the report be noted.

**Recommended Items**

**62. Appointment of Interim Director of Finance and Assurance (Section 151 Officer)**

Having interviewed two candidates, the Panel

**Resolved to RECOMMEND:** (to Council)

That Sharon Daniels, Interim Director of Finance and Assurance, be designated as the Council's Section 151 Officer.

**RESOLVED:** That the statutory post of Interim Director of Finance and Assurance (Section 151 Officer) be offered to Sharon Daniels, who was the Interim Director of Finance and Assurance (Section 151 Officer), on Grade D3 spinal point 1 (£132,168) until 31 March 2024 and subject to there being no 'material and well-founded objections' from members of the Executive.

(Note: The meeting, having commenced at 4.05 pm, closed at 6.15 pm).

(Signed) Councillor Paul Osborn  
Chair

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

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<b>Date of Meeting:</b>	16 November 2023
<b>Subject:</b>	Employment arrangements for the Head of Paid Service (Managing Director)
<b>Responsible Officer:</b>	Stacy Bailey – Director of Human Resources & Organisational Development
<b>Exempt:</b>	Public
<b>Wards affected:</b>	All
<b>Enclosures:</b>	Appendix 1 – Role Profile for the Managing Director (Head of Paid Service)

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

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This report sets out the employment arrangements for the Head of Paid Service (Managing Director) role.

### **Recommendations:**

The Panel is requested to:

1. Consider if they wish to extend the current fixed-term arrangements for Alex Dewsnap, Head of Paid Services (Managing Director) for a further three years.
2. Subject to (1) above, reconvene in 2026 to consider the appointment of the Head of Paid Service (Managing Director).
3. Subject to (1) above, recommend the appointment of Alex Dewsnap as the Head of Paid Service to Council until 2026 in accordance with the terms and conditions governing Chief Officer posts and subject to there being no 'material or well-founded objections' by members of Cabinet.

## **Section 2 – Report**

### **Head of Paid Services**

The Head of Paid Service (Managing Director) is a statutory position within the Council and holds significant statutory responsibilities in how the Council manage its staff and delivers services to the residents. The current postholder was appointed through the Council's recruitment process and has been fulfilling the role since 01 June 2023 on a salary of £165,941, with a fixed-term arrangement set to expire on 30 November 2023.

Chief Officer Employment Panel of 4<sup>th</sup> May 2023 agreed that :

*“Alex Dewsnap, Director of Corporate Resources and Transformation, London Borough of Harrow, be appointed to the post of Head of Paid Service (Managing Director) of the London Borough of Harrow, with effect 1 June 2023 for a six month period to November 2023 with an option to extend for a further three years and in accordance with the terms and conditions governing Chief Officer posts and subject to there being no 'well founded objections' by members of Cabinet;”*

Council of 18<sup>th</sup> May 2023 designated Alex Dewsnap as the Head of Paid Service on a recommendation from the Chief Officer Employment Panel.

It is proposed that the current post holder should be extended for an additional period of 3 years. The Panel will, therefore, need to meet in 2026 to consider

the arrangement going forward and make a further recommendation to the 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 recommend to the Council 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 and designation of the Head of Paid Service.

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

The expiry and non-renewal of a fixed-term contract is a dismissal in law. To be fair in law a dismissal must be for one of a number of statutory reasons. For fixed-term contracts, the reason must be either redundancy or 'some other substantial reason' such as a reorganisation.

## **Financial Implications**

The Head of Paid Service post is graded CE with salary packages of £165,941 - £188,333. 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.

- One of the responsibilities 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 post holder will promote the Council's priorities which are:

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

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

**Statutory Officer: Sharon Daniels**

Signed by the Chief Financial Officer

**Date: 03/11/2023**

**Statutory Officer: Jessica Farmer**

Signed by the Monitoring Officer

**Date: 02/11/2023**

**Chief Officer: Stacy Bailey**

Signed by the Director of HR & OD

**Date: 02/11/2023**

## **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
2. Priorities

NO  
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

**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 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**





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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.

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