

**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?

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