

Chief Officers' Employment Panel

SUPPLEMENTAL AGENDA

DATE: Thursday 28 June 2018

AGENDA - PART I

4. **RECRUITMENT PROCESS FOR THE APPOINTMENT OF A CHIEF EXECUTIVE (HEAD OF PAID SERVICE)** (Pages 3 - 8)

Report of the Director of Legal and Governance Services

5. **EXTENSION OF EXISTING INTERIM SENIOR MANAGEMENT ARRANGEMENTS** (Pages 9 - 12)

Report of the Interim Chief Executive (Head of Paid Service)

AGENDA - PART II

6. **EXTENSION OF EXISTING INTERIM SENIOR MANAGEMENT ARRANGEMENTS** (Pages 13 - 14)

Appendix to the report of the Interim Chief Executive (Head of Paid Service)

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

Agenda item

Special Circumstances/Grounds for Urgency

4. Recruitment Process for the appointment of a Chief Executive (Head of Paid Service)

Members are requested to consider this report, as a matter of urgency, as it was not available at the time of the publication of this agenda. As this is a statutory post and an undertaking was given at Annual Council that this matter would be considered before the end of June, Members are requested to consider the report at this meeting.

5 and 6. Extension of existing Interim Senior Management arrangements

Members are requested to consider this report, as a matter of urgency, as it was not available at the time of the publication of this agenda. An undertaking was given at Annual Council that this matter would be considered before the end of June, Members are requested to consider the report at this meeting.

REPORT FOR: Chief Officers' Employment Panel

Date of Meeting:	28 th June 2018
Subject:	Recruitment Process for the appointment of a Chief Executive (Head of Paid Service)
Responsible Officer:	Hugh Peart, Director of Legal and Governance
Exempt:	No
Enclosures:	Role Profile – Chief Executive

Summary and Recommendations

This report sets out the proposal for the recruitment to the role of Chief Executive (Head of Paid Service).

Recommendations:

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

1. BACKGROUND

- 1.1 At its meeting on 24th May 2018, Council agreed that a report would be presented to this Panel before the end of June 2018 seeking authority to start the recruitment process for the position of Chief Executive (Head of Paid Service). This report seeks that authority and asks that the Panel authorise the Director of Legal and Governance Services to approach, following consultation with the Leader of the Council, a recruitment agency to support this recruitment process. Subject to a successful sourcing and application process, the Panel

would shortlist and interview candidates before recommending one to Council for appointment.

2. Legal comments

- 2.1 In accordance with the Council's Constitution, this Panel approves the appointment of Chief Officers and those positions with a remuneration package of £100,000 or over for any Council post.
- 2.2 As the role of Head of Paid Service is a statutory Chief Officer post, this Panel will need to make a recommendation to Council following the recruitment process.

3. Financial Implications

- 3.1 The salary for the Chief Executive (Head of Paid Service) is fully accounted for in the annual budget.
- 3.2 There will be additional costs incurred in appointing an agency to support this process. Depending on the services commissioned, these costs are likely to be in the range of 9% to 13% of the Chief Executive's annual salary.

Statutory Officer Clearance

Name: Dawn Calvert	<input checked="" type="checkbox"/>	Chief Financial Officer
Date: 26 th June 2018		
Name: Hugh Peart	<input checked="" type="checkbox"/>	Monitoring Officer
Date: 27 th June 2018		

Contact Details and Background Papers

Contact: Hugh Peart, Director of Legal and Governance Services

LONDON BOROUGH OF HARROW

CHIEF EXECUTIVE

Responsible to:- Leader of the Council

Job 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 Officers 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 Tax payers.

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.

Equality and Diversity

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.

September 2014

REPORT FOR: Chief Officers' Employment Panel

- Date of Meeting:** 28th June 2018
- Subject:** Extension of Existing Interim Senior Management Arrangements
- Responsible Officer:** Tom Whiting, Interim Chief Executive
- Exempt:** Public but Appendix 1 Exempt – by virtue of paragraph 1 of Schedule 12A Local Government Act 1972 – the report contains information about an individual.
- Enclosures:** Exempt - Appendix 1: Financial Implications

Summary and Recommendations

This report seeks authority to extend the interim arrangements for the Council's senior management structure following the appointment of the Corporate Director Resources & Commercial as the interim Chief Executive (Head of Paid Service) and following the departure of the Corporate Director of People, Chris Spencer and the Director of Adult Social Services, Bernie Flaherty.

Recommendations:

That 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;
2. the Head of Adult Social Care continue to act up into the role of Director of Adult Social Services on an interim basis;

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.

All the above are subject where appropriate to there being no well-founded objections from members of the Executive.

1. BACKGROUND

- 1.1 Since taking up his post on 8th January 2018, the Interim Chief Executive (Head of Paid Service) has reviewed potential interim management arrangements and used the time to discuss these with elected Members and officers prior to bringing forward a recommendation to the Chief Officers' Employment Panel in February 2018.
- 1.2 The Council's employment policies allow for temporary acting up arrangements to be put in place in circumstances such as these and for individuals to be remunerated on a temporary basis for these additional responsibilities.
- 1.3 The Council's Corporate Director of People and statutory Director of Children's Services, Chris Spencer, resigned his position and left the Council on 4th March 2018. The Council therefore needed to appoint a statutory Director of Children's Services from this date, which it did by appointing the Divisional Director of Children and Young Peoples Services to this role on an interim basis (see paragraph 1.8 below).
- 1.4 The post of Director of Adult Social Services was appointed to on an interim basis following the resignation of the post holder. It was agreed by COEP in 2017 that this interim cover would be in place until the permanent recruitment took place after the local elections in May 2018.
- 1.5 In addition, the interim Chief Executive reviewed potential interim management arrangements specifically within the Resources and Commercial Division.

- 1.6 The interim Chief Executive put forward proposals to the Panel on 19th February 2018 and it was agreed that the Director of Finance, Divisional Director, Strategic Commissioning and the Divisional Director Commissioning and Commercial Services (Community Directorate) take on additional responsibilities and receive an acting-up allowance.
- 1.7 The Panel further agreed that the Corporate Director of Community assume responsibility for the Planning and Regeneration Directorate on a temporary basis and to be the line manager of the Director of Planning and Regeneration.
- 1.8 The Panel also agreed that Paul Hewitt, Divisional Director of Children and Young People's Services be appointed as interim Corporate Director People and statutory Director of Children's Services and be subject to review in June 2018.
- 1.9 On 26 March 2018 and following the appointment of Paul Hewitt to the post of interim Corporate Director of People, the Panel agreed the recruitment to back fill the position of Director of Children's Services (interim).
- 1.10 Peter Tolley, Head of Corporate Parenting, was appointed to the post of Divisional Director Children and Young People Service on an interim basis.
- 1.11 The Council continues to need to respond to significant challenges ahead and will continue to put in place appropriate plans and arrangements in order to effectively manage in this environment. Therefore, the Interim Chief Executive will identify any practical changes to the management structure that might be required, with decisions coming to the Chief Officers' Employment Panel if required.

2. Legal comments

- 2.1 In accordance with the Constitution, this Panel approves remuneration packages of £100,000 or over for any Council post.
- 2.2 This Panel is required to report back to Council for information purposes on all such remuneration packages.

3. Financial Implications

- 3.1 All of these posts are fully accounted for in the annual budget.
- 3.2 The interim arrangements make a saving to the Council of £23k per month excluding any further backfilling of posts required within the Children and Young People's Division.

Statutory Officer Clearance

Name: Sharon Daniels

Deputy Chief Financial
Officer

Date: 19th June 2018

Name: Hugh Peart

Monitoring Officer

Date: 27th June 2018

Contact Details and Background Papers

Contact: Tom Whiting, Interim Chief Executive

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