



Employment and Appointments Panel (Chief Executive)

Date: Monday, 24 November 2014

Time: 2.30 pm

Venue: Committee Room 3 - Wallasey Town Hall

Contact Officer: Andrew Mossop

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AGENDA

1. APPOINTMENT OF CHAIR

2. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members are asked to consider whether they have any disclosable pecuniary or non pecuniary interests in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

3. APPOINTMENT OF CHIEF EXECUTIVE, HEAD OF PAID SERVICE (INCLUDING RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER) (Pages 1 - 38)

4. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 1)

5. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC

The public may be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information.

RECOMMENDED –

That in accordance with section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by the relevant paragraphs of Part 1 of Schedule 12A to that Act. The public interest test has been applied and favours exclusion.

**6. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR
(PART 2)**

WIRRAL COUNCIL

Employment and Appointments Panel

24 November 2014

SUBJECT:	Appointment of Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)
WARD/S AFFECTED:	All
REPORT OF:	Head of Human Resources & Organisational Development
RESPONSIBLE PORTFOLIO HOLDER:	Leader of the Council
KEY DECISION?	No

1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is for the Appointments Panel to consider the recruitment process for the appointment of a new Chief Executive and Head of Paid Service (including Returning Officer and Electoral Registration Officer). This will be referred to as “Chief Executive” throughout the report.

2.0 BACKGROUND AND KEY ISSUES

2.1 The Employment and Appointments Committee on 27 October 2014 agreed the following:

- 1. The establishment of two Appointments Panels, in the ratio, 4:2:1, for the recruitment and appointment of a new Chief Executive who shall also be appointed as the Council’s Head of Paid Service, Returning Officer and Electoral Registration Officer (“Chief Executive”) as outlined in the report, and for the recruitment and appointment of a new Director of Resources and Section 151 Officer.**
- 2. The Terms of Reference of the Appointments Panels as set out in the amended Appendix Five circulated to the Committee and as further amended by the motion agreed above. (*Attached to this report at Appendix One*)**
- 3. The appointment of Penna Plc as the recruitment consultants to support the recruitment processes in line with the current contracting arrangements.**
- 4. To appoint of a senior manager from the Local Government Association, to act as professional advisor to the Appointments Panel for the Chief Executive appointment, and an appropriate technical advisor to support**

the Appointments Panel for the recruitment of the Director of Resources and Section 151 Officer.

- 5. The proposed process and timescales for appointment of a new Chief Executive (who shall also be appointed as the Head of Paid Service, Returning Officer and Electoral Registration Officer) as outlined in Appendix Four to the report (subject to any change approved by the Appointments Panel). (Attached to this report as Appendix Two)**
- 6. That the appropriate Appointments Panel also considers any interim arrangements required in relation to the roles of Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer that may be required and recommends to Council such interim arrangements as are considered appropriate.**
- 7. That the appropriate Appointments Panel also considers any interim arrangements required in relation to the Director of Resources and Section 151 Officer.**

3.0 ISSUES FOR CONSIDERATION AND DECISION

3.1 The Appropriate Salary for the Role

- 3.1.1 The salary range for the Chief Executive and Head of Paid Service post at Wirral is currently £121,807 - £135,341. The pay scales for Wirral Chief Officers is attached at Appendix Three.
- 3.1.2 The comparative data for Chief Executive salaries and Population size in North West Authorities is attached at Appendix Four. The data shows the 2013 population figures to illustrate the size of the authority.
- 3.1.3 The comparative data for Chief Executive salaries and workforce size (full time equivalent {fte}) in North West Authorities is attached at Appendix Five. The data shows the 2013 workforce figures to illustrate the size of the authority.
- 3.1.4 The comparative data for Chief Executive salaries across different types of Local Authorities is attached at Appendix Six.
- 3.1.5 The workforce size data has become less relevant for comparative purposes. This is because Council's of similar scope and size in terms of population and community chose to organise differently in terms of the way they employ people to deliver the work e.g. commissioning, outsourcing models. There is therefore wide variance in the 'per fte' figure.
- 3.1.6 The comparative salary data for Chief Officer's reporting to Chief Executives in North West Authorities is attached at Appendix Seven. Applicants for the Chief Executive role at Wirral are likely to come from the next tier of Chief Officers. The Council therefore needs to consider the tier two salaries compared to Wirral's Chief Executive salary to ensure that it attracts suitable candidates.

- 3.1.7 A comparison of the multiple between the average full time equivalent (FTE) earnings and the Chief Executive is attached at Appendix Eight.
- 3.1.8 There are a number of salary options, these include:
- A spot salary
 - Incremental progression across a salary range
 - A full salary range with the actual salary based on the appointment
 - A salary range with a higher range based on performance.
- 3.1.9 The Appointments Panel is asked to consider the information and to agree a recommendation to Council on 8 December 2014 on the salary for the new Chief Executive and Head of Paid Service.

4.0 The Role of Returning Officer and Electoral Registration Officer

- 4.1 The Chief Executive post includes the roles of Returning Officer (RO) and Electoral Registration Officer (ERO). There is no additional fee paid to the ERO. The role is covered by the substantive salary paid.
- 4.2 The role of Returning Officer attracts personal liability and the role is distinct and separate from any duties and responsibilities the post holder has as an employee of the Council. The RO must be an officer of the Council who is appointed under the Representation of the People Act 1983. The RO has overall responsibility for the conduct of elections held within the Borough.
- 4.3 Historically in Wirral the local election fee paid to the RO was decided by the RO. This is within the authority of the RO. However, it was felt to be good practice if the RO fee for Local Elections was agreed by the Council's Licensing, Health and Safety and general Purposes Committee. The RO fee and fees paid to staff supporting elections were last agreed by this Committee on 19 March 2012. The RO fee for local elections is currently £5,297.16. It was agreed by the Committee that all the agreed fees increase in line with the Retail Price Index.
- 4.4 In respect of Parliamentary and European Elections the RO fees are set by Central Government and the Council has no jurisdiction in preventing the RO accepting the fees.
- 4.5 A summary of fees paid to the Returning Officer since 2010 is attached at Appendix Nine.
- 4.6 The salary data for Chief Executive's shown at Appendices Four and Five is exclusive of any fees paid as part of the Returning Officer (RO) and Electoral Registration Officer (ERO).

5.0 The Requirements for the Role as defined in the Job Description and Person Specification.

- 5.1 It is recommended that the Appointments Panel review the requirements of the role as defined in the job description and person specification attached at Appendix Ten.

6.0 The Proposed Selection Process and Timetable

- 6.1 Attached at Appendix Two is a proposed outline timetable for the Appointments process.
- 6.2 It is proposed that the role is advertised in the Municipal Journal at the beginning of December 2014, with the executive search activity being undertaken by Penna throughout December 2014.
- 6.3 It is proposed a meeting of the Appointments Panel is held on the following dates:
- Week commencing 12 January 2015 to consider the applications and agree a long list.
 - Week commencing 26 January 2015 to consider the technical interview feedback and agree a short list.
- 6.4 It is proposed that the selection days take place on Tuesday 3 February 2015 (Group Leaders to meet with shortlisted candidates) and Wednesday 4 February 2015 (Full Appointments Panel).
- 6.5 Attached at Appendix Eleven is a proposed outline of the recruitment process.

7.0 Interim Arrangements

- 7.1 The Chief Executive is retiring on 31 December 2014. It is recommended that the Appointments Panel make a recommendation to Full Council on 8 December 2015 to appoint an Acting Chief Executive and Head of Paid Service, effective 1 January 2015 until the new Chief Executive takes up the position.
- 7.2 There needs to be specific arrangements for the role of Returning Officer and Electoral Registration Officer in the interim. The following is recommended:
- That Surjit Tour, Head of Legal and Member Services is appointed as Returning Officer and Electoral Registration Officer until the new Chief Executive is in position.
 - That Joe Blott, Strategic Director: Transformation and Resources is appointed as Deputy Returning Officer and Deputy Electoral Registration Officer until the new Chief Executive is in position.
- 7.3 A summary of the interim arrangements proposed is attached at Appendix Twelve.

8.0 RELEVANT RISKS

8.1 The Council requires effective strategic leadership and the successful recruitment and appointment of a new Chief Executive is essential for this.

9.0 OTHER OPTIONS CONSIDERED

9.1 A number of options are outlined in this report.

10.0 CONSULTATION

10.1 None.

11.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

11.1 See minutes in section 2.

12.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

12.1 None arising from this report.

13.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

13.1 The recruitment and selection process will be managed by Human Resources, supported by the recruitment consultants, Penna Ltd, and a professional advisor from the LGA.

13.2 Should the Appointments Panel agree to recommend an increase in salary for the Chief Executive, this will need to be offset against any future senior management savings.

14.0 LEGAL IMPLICATIONS

14.1 The Council will ensure that all relevant employment legislation is complied with throughout the recruitment and selection process.

14.2 The Council is legally required to appoint a Head of Paid Service, Returning Officer and Electoral Registration Officer.

15.0 EQUALITIES IMPLICATIONS

15.1 There are no additional implications.

16.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

16.1 There are no carbon usage implications or other relevant environmental issues arising from this report.

17.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

17.1 There are no planning and community safety implications arising from this report.

18.0 RECOMMENDATION/S

18.1 It is recommended that the Appointments Panel agrees:

1. A recommendation to Council on 8 December 2014 on the salary for the new Chief Executive and Head of Paid Service.
2. The job description and person specification.
3. The proposed process and timescales for appointment of a new Chief Executive (who shall also be appointed as the Head of Paid Service, Returning Officer and Electoral Registration Officer) as outlined in Appendix Two and Eleven .
4. A recommendation to Council on 8 December 2014 on the appointment of an Acting Chief Executive and Head of Paid Service, effective 1 January 2015 until the newly appointed Chief Executive takes up the position.
5. A recommendation to Council on 8 December 2014 on the appointment of a Returning Officer and Electoral Registration Officer, effective 1 January 2015 until the newly appointed Chief Executive takes up the position.

19.0 REASON/S FOR RECOMMENDATION/S

19.1 Following the announcement of the existing Chief Executive and Head of Paid Service to retire on 31 December 2014, the Council needs to recruit and appoint a new Chief Executive and Head of Paid Service and to put in place interim arrangements in advance of the new Chief Executive being appointed.

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APPENDICES

Appendix One:	The Appointment Panel Terms of Reference
Appendix Two:	The Proposed Timetable
Appendix Three:	Wirral Chief Officer Payscales

Appendix Four:	The comparative data for Chief Executive salaries and Population size in North West Authorities
Appendix Five:	The comparative data for Chief Executive salaries and Workforce (fte) size in North West Authorities
Appendix Six:	The comparative data for Chief Executive salaries and type of Local Authority
Appendix Seven:	The comparative data for Chief Officers reporting to the Chief Executive
Appendix Eight:	The comparative data for the multiple between average full time equivalent (fte) earnings and the Chief Executive
Appendix Nine:	Summary of fees paid to the Returning Officer
Appendix Ten:	Job Description and Person Specification
Appendix Eleven:	The Outline of the Recruitment Process
Appendix Twelve	Summary of the Interim Arrangements Proposed

BACKGROUND PAPERS/REFERENCE MATERIAL

There are no additional papers.

BRIEFING NOTES HISTORY

Briefing Note	Date
None	

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Employment and Appointments Committee	27 October 2014
Cabinet	9 October 2014

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Terms of Reference

Appointment Panel: Chief Executive and Head of Paid Service, (including Returning Officer and Electoral Registration Officer); and Director of Resources and Section 151 Officer

In relation to each post:

1. To review the current salary based on the changing market, the reduced size and the scope of the Authority and its workforce and the revised roles and grades of staff. To recommend any change in salary to Full Council (as deemed appropriate).
2. To review and agree the requirements for the role as defined in the job description and person specification.
3. To agree the recruitment and selection process and timetable.
4. To decide on a long list of candidates.
5. To decide on a short list of candidates.
6. To form the final interview panel and decide on the most suitable candidate for the role.
7. To make a recommendation to Full Council for appointment of the most suitable candidate to the role.
8. Consideration of any interim arrangements required in relation to the roles of Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer, and Director of Resources and Section 151 Officer, and recommend to Full Council such interim arrangements as are considered appropriate.

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Appointment of Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

Proposed Timetable

Activity	Date	Decisions
Commence the Appointments process and delegate the Appointment process to the Appointments panel	27/10/2014	Employment and Appointments Committee
Potential Review of Salary Review of persona Specification and Job description	w/c 17/11/2014	Appointments Panel recommendations
Potential decision on salary arrangements for the new Chief Executive	8/12/2014	Council (Agenda Published 28 November)
Advertisement published	w/c 1/12/2014	
Advertisement close	w/c 5/1/2015	
Long listing meeting	w/c 12/1/2015	
Long list Assessment (Technical interviews)	w/c 19/1/2015	
Short listing meeting	w/c 26/1/2015	
Selection day(s)	w/c 2/2/2015	Appointments Panel Recommendation to Full Council
Intention to appoint	w/c 9/2/2015	
Council Approval (subject to necessary employment checks)	24/2/2015	Full Council
Formal Offer of employment	25/2/2015	
Notice period and start	March-May 2015 Dependent on period of notice	

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Chief Officer Grade/Salaries

	Chief Executive (CE)	Strategic Director (SD) 90% of CE grade	Director 1 (D1)	Director 2 (D2) 79.08% of D1 grade	Head of Service 1 (HS1) 75% of D1 grade	Head of Service 2 (HS2) 65% of D1 grade
Salary Range						
01	121,807	109,626	101,564	80,316	76,173	66,017
02	125,190	112,671	104,385	82,547	78,289	67,850
03	128,573	115,716	107,206	84,778	80,405	69,684
04	131,957	118,761	110,027	87,009	82,521	71,518
05	135,341	121,807	112,849	89,240	84,637	73,352

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Chief Executive Salary Comparative Data: Population

Local Authority	Authority Type	Population	CX Salary
Bolton	Metropolitan	278,984	£ 174,999
Bury	Metropolitan	186,199	£ 146,805
Knowsley*	Metropolitan	145,936	£ 160,000
Manchester	Metropolitan	510,772	£ 203,934
Oldham	Metropolitan	225,875	£ 163,920
Rochdale	Metropolitan	212,020	£ 130,000
St Helens*	Metropolitan	176,114	£ 140,000
Stockport	Metropolitan	283,897	£ 170,051
Tameside	Metropolitan	220,241	£ 166,929
Trafford	Metropolitan	228,466	£ 170,000
Wigan	Metropolitan	318,670	£ 165,000
Cheshire East	Unitary	370,100	£ 187,567
Cheshire West	Unitary	331,000	£ 180,000
Warrington	Unitary	205,150	£ 154,125
Liverpool**	City	469,690	£ 197,500
Sefton**	Metropolitan	273,697	£ 152,403
Wirral	Metropolitan	320,229	£ 135,341

Notes:

- 2013 Population figures have been provided to illustrate relative size of North West authorities.

Salary Source: North West Employers

* New salary

** Local Information

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Chief Executive Salary Comparative Data: Workforce Size (fte)

Local Authority	Authority Type	Workforce Size (FTE)	CX Salary
Bolton	Metropolitan	4028	£ 174,999
Bury	Metropolitan	4083	£ 146,805
Knowsley*	Metropolitan	3231	£ 160,000
Manchester	Metropolitan	7545	£ 203,934
Oldham	Metropolitan	3927	£ 163,920
Rochdale	Metropolitan	6168	£ 130,000
St Helens*	Metropolitan	5410	£ 140,000
Stockport	Metropolitan	2760	£ 170,051
Tameside	Metropolitan	2483	£ 166,929
Trafford	Metropolitan	2565	£ 170,000
Wigan	Metropolitan	3499	£ 165,000
Cheshire East	Unitary	3928	£ 187,567
Cheshire West	Unitary	4100	£ 180,000
Warrington	Unitary	2441	£ 154,125
Liverpool**	City	4795	£ 197,500
Sefton**	Metropolitan	2709	£ 152,403
Wirral	Metropolitan	4069	£ 135,341

Notes:

2013 workforce figures (fte) have been provided to illustrate relative size of North West authorities.

Salary Source: North West Employers

* New salary

** Local Information

Workforce source: North West Employers 2013

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Appendix Six

Chief Executive Salary Comparative Data: Type of Council

Median levels for Local Authority Chief Executive Salaries

- District councils: £114,000.
- English unitary authorities: £157,000.
- Metropolitan councils: £174,000.
- County councils: £182,000.
- London boroughs: £184,000.

Source: Reuters 2013

Median levels for Local Authority Chief Executive Salaries

	District	Unitary	Metropolitan Borough	London Borough	County
Top Quartile	£115,912	£168,483	£189,300	£189,440	£194,603
Average (mean)	£102,035	£147,150	£165,473	£166,428	£181,650
Bottom Quartile	£91,908	£131,278	£147,693	£155,000	£167,500

Source: Solace 2013

Salary levels across a sample of Unitary and Metropolitan Authorities: North West, North East, Yorkshire and Humberside

	Number	1st Decile (bottom 10%)	Lower Quartile	Median	Upper Quartile	10th Decile (top 10%)	Mean
Chief Executive	47	£142,590	£148,250	£160,500	£178,738	£191,162	£164,173

Source: LGA Survey 2011

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Appendix Seven

Chief Officer reporting to Chief Executive: Salary Comparative Data

Council	Council Type	CX Salary	Tier 2 Title	Salary
Bolton	Metropolitan	£ 174,999	Deputy Cex	£134,999
			Strategic Director	£131,666
Bury	Metropolitan	£ 146,805	Executive Director	£103,041
Knowsley	Metropolitan	£ 160,000	Deputy Cex	£136,420
Manchester	City	£ 203,934	Deputy Cex	£128,305
			Strategic Director	£113,251
Oldham	Metropolitan	£ 163,920	Deputy Cex	£130,000
			Strategic Director	£118,705
Rochdale	Metropolitan	£ 130,000	Deputy Cex	£84,991
St Helens	Metropolitan	£ 140,000	Deputy Cex	£100,311
			Strategic Director	£112,257
Stockport	Metropolitan	£ 170,051	Deputy Cex	£106,990
				£119,591
Tameside	Metropolitan	£ 166,929	Strategic Director	£118,838
Trafford	Metropolitan	£ 170,000	Strategic Director	£104,000
Wigan	Metropolitan	£ 165,000	Deputy Cex	£140,000
Cheshire East	Unitary	£ 187,567	Strategic Director	£127,500
Cheshire West	Unitary	£ 180,000	Director	£121,200
Warrington	Unitary	£ 154,125	Deputy Cex	£118,025
Liverpool	City	£ 197,500	Directors	£120,000 – £140,000 (local information)
Sefton	Metropolitan	£ 152,403	Strategic Director	£110,679 (local information)
Wirral	Metropolitan	£ 135,341	Strategic Director	£121,807

Source: North West Employers

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Appendix Eight

Comparative Data: Multiple between Average Full Time Equivalent (FTE) Earnings and the Chief Executive

Local Authority	Authority Type	Average (FTE) to Chief Executive ratio*
Bolton	Metropolitan	1:5.9
Bury	Metropolitan	1:7
Knowsley	Metropolitan	1:8.91
Manchester	Metropolitan	1 :9.08
Oldham	Metropolitan	1 :7.84
Rochdale	Metropolitan	1 :6.23
St Helens	Metropolitan	1:6.70
Stockport	Metropolitan	1 :7.1
Tameside	Metropolitan	1 :7.5
Trafford	Metropolitan	1 :83
Wigan	Metropolitan	1:8.88
Cheshire East	Unitary	1:6.81
Cheshire West	Unitary	1:6.81
Warrington	Unitary	1:8
Liverpool	City	1:8.25
Sefton	Metropolitan	1:8.46
Wirral	Metropolitan	1:5.78

* As per relevant Pay Policy

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Job Description and Person Specification

**CHIEF EXECUTIVE
HEAD OF PAID SERVICE
RETURNING OFFICER
ELECTORAL REGISTRATION OFFICER**

Job Description

Job Title: Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

Salary:

Post Number: PP/01/001

Location: Wirral

Responsible to:

Wirral Council acting through the Leader of the Council.

Purpose of the job:

- To drive and deliver the key priorities of the Council.
- To act as Head of Paid Service to the Council and to provide workforce leadership for the Council.
- To act as the Council's Electoral Registration Officer and Returning Officer (and if appropriate and applicable undertake related roles on a Merseyside/North West regional basis).*
- To develop and sustain effective and productive partnerships and external relationships that affects the quality of life experienced by people and local communities.
- To work with Elected Members to ensure the effective governance of the Council, high ethical standards, probity and integrity of decisions making.
- To work with the Leader, Cabinet and Council to promote and represent the Council's interest at all levels.
- To ensure that the Council's aims are delivered through effective commissioning on service delivery.
- To promote and represent the Wirral and the Council on regional, national and international levels to achieve the best outcomes for Wirral.
- To provide excellent strategic leadership for the Council with effective plans to deliver.
- To lead and manage the Council resources to make the best use of resources.

Principal Responsibilities

Strategic Leadership and Management

- Give clear leadership and direction on the development and implementation of the Council's vision and strategic objectives. To drive service improvement and co-ordinate strategies to deliver results.
- To lead on the development of new strategies to deliver the key priorities ensuring a sense of ambition, direction and purpose.
- To lead on the implementation of strategies to ensure that resources are generated for the Borough through an integrated approach with stakeholders.
- Lead the effective and efficient management of the Council to achieve the Council's aims and objectives through visible leadership of the corporate management team, and the development and implementation of corporate projects and initiatives.
- Represent and advocate for the Council at regional, national and international levels with key stakeholders, including government bodies, local authorities, agencies, local community, private sector, education and other organisations.
- Act as principal policy advisor, and support and advise Members on the development of the Council's strategic aims. To ensure that the Council's policies and priorities are understood and implemented across the organisation.
- Lead and ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making process.

Service Delivery

- Responsible for ensuring effective working across all Council services and partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives.
- Ensure that the Council has productive service planning with focussed delivery and action plans which link targets to service objectives and commissioning.
- To ensure that services are effectively commissioned and delivered so that they are cost effective and safe, underpinned by quality, based on the needs of the communities and people of Wirral.

Performance

- Ensure that effective performance and management arrangements are in place to achieve the Council's aims and objectives, and provide excellent services.
- To lead with the management team of the Council to:
 - Ensure that excellent performance is delivered at all levels.
 - Ensure that targets to reduce inequalities and promote social inclusion are delivered.

- Continuously improve the Council's performance, manage, set and monitor performance targets and standards, to ensure they are achieved.
- Actively participate in performance appraisal to improve and measure your own performance and personal development, modelling best practice as the Chief Executive.

Resource Management

- To be personally accountable for the most effective use of Council resources.
- Make the most effective use of the Council's capability to:
 - Deliver the best possible services at all times.
 - Deliver efficiency and continuous service improvements through the successful delivery of effective management and leadership.
- Lead, motivate and enhance the performance of all employees to enable the Council to deliver excellence.
- Lead the management team to ensure resources are properly planned, managed and controlled efficiently to achieve the Council's aims and objectives.
- Lead the statutory officers and support them in the discharge of their responsibilities.

Culture

- Promote and deliver an organisational culture that is excellent, vibrant, positive, dynamic, results orientated and customer focussed.
- Promote an environment which is supportive, fair and open, encouraging and enabling all employees to meet required performance standards, and that ensures high standards of probity, integrity and customer confidence.
- Encourage a real sense of ownership of the Council's ambitions and priorities.
- Inspire and motivate all employees to deliver and commit to ensuring the successful achievement of objectives and outcomes.
- Promote Value for Money, service excellence and fairness in the delivery of services and employment.

Communications

- Lead, maintain and promote effective communications, liaison and partnership working throughout and across the Council at all levels.
- Lead strong working relationships with external stakeholders, including local residents, government and other public sector agencies, voluntary, community and faith groups, and the private sector to ensure that the Council understands and appreciates the interests of others.

- Lead Wirral's reputation and promote a positive image of the Council and the area.

Local Democracy

- Support the Council and members to deliver their democratic role and support open and democratic procedures.
- To deliver strong governance with innovative ways of encouraging participation.

Diversity

- Demonstrate an open commitment to actively celebrating the rich diversity of Wirral.
- Recognise the broader definition of diversity and support programmes to promote social inclusion and community cohesion.

*Additional remuneration is available for this role.

Person Specification

Job Title: Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

Salary:

Post Number: PP/01/001

Location: Wirral

All of the criteria will be assessed throughout the recruitment process.

Where indicated the criteria will be used to shortlist.

Experience	
A track record of delivery and achievement at a senior level in a large, complex organisation.	Shortlist
Demonstrable success in leadership and management, leading the formulation and delivery of corporate objectives, policies and strategies.	Shortlist
An excellent track record of building internal and external relationships which have delivered benefits.	Shortlist
An excellent track record of effective working within a complex political environment.	Shortlist
Significant experience of successfully leading effective organisational and cultural change that delivers sustainable benefits and outcomes.	Shortlist
A demonstrable record of establishing and maintaining a strong and effective performance culture, inspiring, motivating and empowering people to meet corporate objectives and deliver services that are responsive, customer-focussed and achieve results.	Shortlist
Evidence of success in building, enhancing and maintaining the reputation of an organisation.	Shortlist
Evidence of personal leadership in achieving fairness in employment and service delivery.	Shortlist

Knowledge, Skills and Abilities	
Proven ability to organise and undertake a diverse workload, manage constant and often conflicting work demands whilst still achieving competing deadlines and outcomes.	Assessment Process
Ability to anticipate issues, make the best decisions for Wirral, with competing priorities, resources and in the context of a range of approaches.	Assessment Process
A comprehensive understanding of local government, the national and political context within which it operates and the current challenges and opportunities.	Assessment Process
Excellent leadership skills that encourage commitment from others and promote a positive and motivated organisational culture.	Assessment Process
An ability to operate sensitively within a political environment to develop relationships with all Members that command respect, trust and confidence. Maintaining a clear overview of issues affecting the Council and manage competing priorities within financial constraint.	Assessment Process
Excellent communication and negotiation skills and an ability to influence outcomes through tact, diplomacy and effective reasoning and persuasion, skills on complex issues.	Assessment Process
Relate to and win the confidence and trust of Members, employees, the community and partners.	Assessment Process
Strong financial and commercial awareness, with strong analytical skills and a creative approach to problem solving.	Assessment Process
An ability to provide clear, appropriate, balanced and unambiguous advice.	Assessment Process
An ability to manage corporate and individual performance in a manner that raises standards and delivers results.	Assessment Process
Personal Qualities	
Leadership skills.	Assessment Process
Visionary Leader.	Assessment Process
Ambition, drive, pace and resilience.	Assessment Process
An empowering style, valuing the contributions of others and showing commitment to employee development.	Assessment Process
An ability to deliver under pressure and to tight deadlines.	Assessment Process

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Summary of Fees Paid to the Returning Officer

Election Type	Year of last election	Title	Fee	Fee Set By?
PARLIAMENTARY	2010	Acting Returning Officer	£12,605.00	Central Government
REFERENDUM	2011	Counting Officer	£12,666.00	Central Government
POLICE COMMISSIONER	2012	Local Returning Officer	£11,362.00	Central Government
EUROPEAN	2014	Local Returning Officer	£12,473.00	Central Government
LOCAL	2014	Returning Officer	£5,297.16	Licensing, Health and Safety and General Purposes Committee – 19 March 2012

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The Proposed Selection Process

Process	Proposals for discussion and/or options
Agreement of the job description and person specification.	1. Proposed job description and person specification (Appendix Eight).
Advertisement placement	1. Published in Municipal Journal 2. Executive Search: Penna.
Application process	1. Application Form 2. Micro-site
Process of long listing	Penna and professional advisor to summarise applications and make recommendations for long list to the Committee.
Long listing assessment.	Interview with Penna and professional adviser.
Process of short listing	Penna and professional advisor to summarise technical interviews and make recommendations for short list to the Committee.
Selection day(s)	<p>Informal options:</p> <ol style="list-style-type: none"> 1. Meeting with Elected Members, Partners and Senior Managers: joint or separate meetings. 2. Lunch reception with Elected Members, with options to include Partners and Senior Managers. <p>Formal options:</p> <ol style="list-style-type: none"> 1. Group exercise (all candidates). 2. Partner interview panel or separate interviews on specific areas of person specification. 3. A pre-prepared presentation. 4. One to one meeting with Group Leaders. 5. Final Elected Member panel interview with presentation (day two). <p>Optional de-selection at end of day one.</p>

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Appendix Twelve

Summary of Interim Arrangements Proposed: Chief Executive

Role	Appointment	Deputy Appointment
Acting Chief Executive and Head of Paid Service	Appointment Panel Recommendation to Council on 8 December 2014	Appointment Panel Recommendation to Council on 8 December 2014
Returning Officer	Surjit Tour (Head of Legal and Member Services)	Joe Blott (Strategic Director: Transformation and Resources)
Acting Electoral Registration Officer	Surjit Tour (Head of Legal and Member Services)	Joe Blott (Strategic Director: Transformation and Resources)

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