

Employment and Appointments Committee

Date:	Monday, 21 September 2015
Time:	5.00 pm
Venue:	Committee Room 2 - Wallasey Town Hall

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AGENDA

1. 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.

2. MINUTES (Pages 1 - 6)

To receive the minutes of the meeting held on 27 October, 2014.

3. EMPLOYMENT AND APPOINTMENTS PANEL (Pages 7 - 26)

The minutes of the Employment and Appointments Panel (Chief Executive) meetings held on 24 November, 2014, 16 and 29 January, and 5 and 6 February, 2015; Employment and Appointments Panel (Director of Resources) meeting held on 24 November, 2014 and Employment and Appointments Panel (Head of Specialist Services) meetings held on 10 December, 2014 and 8 and 14 January, 2015 are submitted for information.

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

5. EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE 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 item of business, on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part 1 of Schedule 12A to that Act. The public interest test has been applied and favours exclusion.

6. **VOLUNTARY SEVERANCE / EARLY VOLUNTARY REQUIREMENT REQUEST (Pages 27 - 30)**
7. **ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 2)**

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Monday, 27 October 2014

Present: Councillor AER Jones (Chair)

Councillors P Davies JE Green
G Davies L Rennie
AR McLachlan P Gilchrist
M McLaughlin

1 CHAIR'S OPENING REMARKS

The Chair welcomed everybody to the meeting and informed the Committee that he would be adding an urgent item of business to the agenda to address the need to recruit a new Director of Resources following the recent resignation of the current postholder.

2 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

3 MINUTES

The Committee were requested to approve the accuracy of the minutes of the meetings of 19 June, 9, 18, 24 and 25 July and 1 and 2 August 2013.

Resolved – That the minutes of the meetings of 19 June, 9, 18, 24 and 25 July and 1 and 2 August 2013, be approved.

4 APPOINTMENT OF CHIEF EXECUTIVE, HEAD OF PAID SERVICE (INCLUDING RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER)

The Head of Human Resources and Organisational Development presented a report on the options for recruiting a new Chief Executive and Head of Paid Service. The role also required the post holder to be appointed as the Council's Returning Officer and Electoral Registration Officer.

The report gave details of issues for consideration and decision, including:

- Delegation to an Appointments Panel
- Potential use of recruitment consultants

- Potential use of professional advisors to the panel
- Appropriate salary for the role
- Requirements of the role as defined in the Job Description and Person Specification
- Proposed selection process and timetable
- Interim arrangements

Councillor Green queried what other options had been considered, such as did the Council need to appoint another Chief Executive with three Strategic Directors in post or was there any potential for sharing a Chief Executive? He also asked whether the salary referred to included fees paid in respect of the Returning Officer role. He suggested that these roles should be listed within the terms of the job description.

Councillor Phil Davies responded that he believed Wirral Council as the ninth largest Metropolitan Authority in England and the second largest in the Liverpool City Region, the Council did need its own Chief Executive. He was not aware of any other Local Authority in the North West without a Chief Executive. He was aware of three London boroughs which shared a Chief Executive but he would be concerned how much time, energy and commitment a shared Chief Executive would have to focus on Wirral.

Councillor Gilchrist stated that the size of the organisation and its workforce was not the size it was three years ago and various regrading exercises had taken place. He suggested that the terms of reference of the proposed Panel could be amended to reflect this.

At the invitation of the Chair, the current Chief Executive gave his views, although he stated that it was normal for a retiring Chief Executive not to be involved in the actual recruitment process for his successor. He stated that the role would be a very significant task for a shared Chief Executive and that the Council should proceed with the recruitment of a full time Chief Executive. He felt that the current salary was too low to attract candidates across the North West.

It was moved by Councillor Jeff Green and seconded by Councillor Lesley Rennie, that –

“An addition to the recommendation be that the Panel receive a report from the current Chief Executive and Head of Human Resources and Organisational Development on whether there is an opportunity to share a Chief Executive.”

The motion was put and lost (3:4).

On a motion by Councillor Gilchrist, seconded by Councillor Green, it was

Resolved (unanimously) - That the term of reference (1) for the Chief Executive be amended to read:

“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 Council (as deemed appropriate).”

Councillor Green then raised the issue of £1.5m savings to be made through a revised senior management structure. Councillor Phil Davies stated that there were some savings to be brought forward in terms of a revised management structure and a new Chief Executive would be looking to implement their own management structure which would achieve these savings. The current Chief Executive confirmed that some individuals had already come forward for voluntary severance / retirement, which would contribute towards this amount of savings.

Councillor Phil Davies confirmed that he would be happy for the current Chief Executive to give advice to the proposed Appointments Panel, although he wouldn't take part in the actual recruitment process.

The Head of Human Resources and Organisational Development, with the Committee's agreement, circulated a revised set of recommendations to the report, together with a revised Terms of Reference, which took account of a proposal to appoint an Appointments Panel for the recruitment of a Director of Resources, the current one having tendered her resignation and who was due to leave in December, 2014.

On a motion by Councillor Phil Davies, seconded by Councillor McLachlan, it was –

Resolved (5:3) – That this Committee agrees:

- (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.**
- (3) The appointment of Penna Plc as the recruitment consultants to support the recruitment processes in line with the current contracting arrangements.**

- (4) The appointment 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).
- (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.

5 HEAD OF SPECIALIST SERVICES APPOINTMENT

The Head of Human Resources and Organisational Development presented a report on the process for recruiting a Head of Specialist Services within Children's Services. The report gave details of issues for consideration and decision, including:

- The setting up of an Appointments Panel.
- Potential use of recruitment consultants to support the process.
- The Job Description and Person Specification.
- The recruitment timetable.

On a motion by Councillor Phil Davies, seconded by Councillor McLachlan, it was –

Resolved – That this Committee agrees:

- (1) The establishment of a politically balanced Appointments Panel, in the ratio 4:2:1, for the recruitment and appointment of a Head of Specialist Services.
- (2) The Terms of Reference of the Appointments Panel as set out in Appendix Four to the report.

- (3) To appoint Penna Plc as the recruitment consultants to support the recruitment process in line with the current contracting arrangements.**
- (4) To review and agree the requirements for the role as defined in the job description and person specification.**
- (5) The proposed process and timescales for appointment of a new Head of Specialist Services.**

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EMPLOYMENT AND APPOINTMENTS PANEL (CHIEF EXECUTIVE)

Monday, 24 November 2014

Present: Councillors P Davies JE Green
AR McLachlan L Rennie
G Davies P Gilchrist
AER Jones

1 APPOINTMENT OF CHAIR

On a motion by Councillor George Davies, seconded by Councillor McLachlan, it was –

Resolved – That Councillor Phil Davies take the Chair of this Panel.

2 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

3 APPOINTMENT OF CHIEF EXECUTIVE, HEAD OF PAID SERVICE (INCLUDING RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER)

Further to minute 4 of the Employment and Appointments Committee (27/1/14) the Head of Human Resources and Organisational Development presented a report on recruitment process for the appointment of a new Chief Executive and Head of Paid Service.

The report gave details of issues for consideration and decision, including:

- Appropriate salary for the role
- Role of Returning Officer and Electoral Registration Officer
- Requirements of the role as defined in the Job Description and Person Specification
- Proposed selection process and timetable
- Interim arrangements

With regard to the salary for the role, appendices to the report gave comparative data for Chief Executive salaries and population size; by

workforce size and across different types of local authorities. The workforce size data had become less relevant for comparative purposes. This was because Councils of similar scope and size in terms of population and community chose to organise differently in terms of the way they employed people to deliver the work e.g. commissioning, outsourcing models. There was therefore wide variance in the 'per fte' figure.

Comparative salary data for Chief Officers reporting to Chief Executives in North West Authorities was also attached as an appendix, as applicants for the Chief Executive role at Wirral were likely to come from the next tier of Chief Officers. The Council therefore needed to consider the tier two salaries compared to Wirral's Chief Executive salary to ensure that it attracted suitable candidates.

The Chair introduced the external advisors for the Panel, Martin Denny from the Local Government Association and David Slatter from Penna Recruitment Consultants.

Mr Slatter said that with regard to the salary range there were two points that needed to be addressed, first, the need for it to be at a level to attract quality candidates, and secondly that it was at a level to retain in post the appointee for, he suggested at least five years. He recommended a range of between £155,000 to £175,000, although an appointment did not necessarily have to be made at the top of the range. Mr Denny concurred with the need to set a suitably salary range to attract quality candidates.

Responding to a query from Councillor Gilchrist, the Head of Human Resources and Organisational Development stated that the figures for salaries of senior officers (appendix 3) showed these as percentages of the current Chief Executive salary and would not be fixed that they would automatically increase based on a higher Chief Executive salary. There were no recommendations to alter these salaries.

In respect of comparative data and the ratio of average salaries to the Chief Executive's (appendix 8), Wirral's lowest salary was £14,736 p.a. as an employer which paid the living wage, this was higher than some other authorities which paid at the starting point of the Local Government pay scale from £13,500. This data was provided by every Local Authority in their published Pay Policies.

Councillor Green commented that with oncosts of approximately 22 per cent the Council would, with the proposed salary increase, be looking to spend near enough £1m for a five year appointment for one person. He suggested that the market could be tested first to see what sort of candidates applied on the current salary level.

Councillor McLachlan commented upon the need to attract the best possible candidates and the need to pitch the salary at the appropriate level as was the case in other parts of the public sector.

The Leader of the Council stated that it was hoped to attract not just Strategic Directors but also serving Chief Executives from elsewhere. He referred to the comparative data of neighbouring authorities all of which were paying higher salaries and the need to listen to the expert advisors to the Panel. Councillor Green's suggestion would only lead to a delay in the recruitment process.

The Head of Human Resources and Organisational Development responding to comments and questions – the salary scale had not been reviewed for the last three Chief Executives including at one time a spot salary of £130,000.

It was moved by Councillor Green and seconded by Councillor Rennie, that –

“A new Chief Executive be sought on the current salary grade.”

It was moved as an amendment by Councillor Phil Davies and seconded by Councillor McLachlan, that –

“Wirral Council is the ninth largest metropolitan authority in the country. The current salary of the Chief Executive is not sufficiently competitive given the size and scope of the authority.

Given the external advice from the Local Government Association and Penna Plc, acting recruitment consultants, this Panel recommends to Council, at its meeting on 8 December 2014, that:

- (i). the salary range for the Chief Executive be agreed between £155,000 - £175,000 per annum; and
- (ii). the final salary for the Chief Executive be agreed (within the salary range) by the Employment and Appointments Panel as part of the recruitment process.”

The amendment was put and carried (4:3).

The substantive motion was then put and carried (4:3).

Resolved (4:3) –

(1) Wirral Council is the ninth largest metropolitan authority in the country. The current salary of the Chief Executive is not sufficiently competitive given the size and scope of the authority.

Given the external advice from the Local Government Association and Penna Plc, acting recruitment consultants, this Panel recommends to Council, at its meeting on 8 December 2014, that:

- (i). the salary range for the Chief Executive be agreed between £155,000 - £175,000 per annum; and**
- (ii).the final salary for the Chief Executive be agreed (within the salary range) by the Employment and Appointments Panel as part of the recruitment process.**

Further recommendations were then put and carried unanimously and the Panel –

Resolved (unanimously) –

- (2) That the job description and person specification, be approved.**
- (3) That 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 appendices two and eleven to the report, be approved.**
- (4) That this Panel recommends to Council at its meeting on 8 December 2014 that David Armstrong be appointed to the position of Acting Chief Executive and Head of Paid Service, with effect from 1 January 2015 until the newly appointed Chief Executive takes up the position, and as Deputy Chief Executive from 8 December to 31 December, 2014.**
- (5) That this Panel recommends to Council at its meeting on 8 December 2014, the appointment of Surjit Tour, Head of Legal and Member Services, as Returning Officer and Electoral Registration Officer, and that Joe Blott, Strategic Director: Transformation and Resources is appointed as Deputy Returning Officer and Electoral Registration Officer, both effective from 1 January 2015 until the newly appointed Chief Executive takes up the position.**

EMPLOYMENT AND APPOINTMENTS PANEL (CHIEF EXECUTIVE)

Friday, 16 January 2015

Present: Councillor P Davies (Chair)

Councillors AR McLachlan JE Green
G Davies L Rennie
AER Jones P Gilchrist

4 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

5 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

On a motion by the Chair, seconded by Councillor A McLachlan it was -

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

6 APPOINTMENT OF CHIEF EXECUTIVE, HEAD OF PAID SERVICE (INCLUDING RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER)

The Chair welcomed Johnathan Swain, from the recruitment consultants, Penna, who informed the Panel of the process Penna had taken in actively seeking potential candidates for the post of Chief Executive and Head of Paid Service.

The Panel then considered, in turn, which of the 16 candidates should be long listed for the next stage of the selection process for the post of Chief Executive and Head of Paid Service.

Councillor Green expressed concerns at those candidates who had taken or who may have taken EVR or a voluntary severance payment going forward to

the next stage of the process and Councillor Gilchrist concurred with these comments.

Councillor Jones and the Chair commented that they understood the concerns being raised but that it was for the Panel to ensure the best candidates went forward.

The Head of Human Resources and Organisational Development outlined the next stage of the recruitment process which would be technical assessments by Penna. A timetable of the whole recruitment process was then circulated to the Panel.

On a motion by the Chair, seconded by Councillor A McLachlan, it was –

Resolved (unanimously) – That the following 11 candidates be long listed for the next stage of the process – candidate numbers 1, 2, 3, 4, 5, 7, 8, 9, 11, 12 and 15.

EMPLOYMENT AND APPOINTMENTS PANEL (CHIEF EXECUTIVE)

Thursday, 29 January 2015

Present: Councillor P Davies (Chair)

Councillors AR McLachlan L Rennie
G Davies P Gilchrist
JE Green

Deputy: Councillor M McLaughlin (In place of AER Jones)

7 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

8 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

On a motion by the Chair, seconded by Councillor G Davies it was -

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

9 APPOINTMENT OF CHIEF EXECUTIVE, HEAD OF PAID SERVICE (INCLUDING RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER)

The Chair updated the Panel on the process. He informed the meeting that he and the Deputy Leader, Councillor McLachlan and the Deputy Leader of the Labour Group, Councillor George Davies had welcomed and met with the 11 long listed candidates at the Floral Pavilion in the previous week though they had taken no part in the technical assessments. These were carried out by Johnathan Swain, from the recruitment consultants, Penna, along with Gill Taylor from the Local Government Association.

Johnathan Swain then outlined the process of the technical assessments and gave details of the questions which had been asked.

The Panel then considered, in turn, which of the 11 candidates should be short listed for the next stage of the selection process for the post of Chief Executive and Head of Paid Service.

Councillor Green again expressed concerns at those candidates who had taken or who may have taken EVR or a voluntary severance payment going forward to the next stage of the process and also concerns about candidates from Local Authorities which had very recently experienced publicity regarding poor external reports.

The Chair reminded the Panel that the next stage of the process was for a short list for the first of two selection days, with an option of de-selection at the Employment and Appointments Panel at the end of day one (5 February) before the final interview stage on 6 February.

On a motion by the Chair, seconded by Councillor McLachlan, it was –

Resolved (unanimously) – That the following five candidates be short listed to attend the selection day on Thursday, 5 February – candidate numbers 3, 4, 8, 11 and 12.

EMPLOYMENT AND APPOINTMENTS PANEL (CHIEF EXECUTIVE)

Thursday, 5 February 2015

Present: Councillor P Davies (Chair)

Councillors AR McLachlan JE Green
G Davies L Rennie
AER Jones P Gilchrist

10 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

11 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

On a motion by the Chair, seconded by Councillor A McLachlan it was -

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

12 APPOINTMENT OF CHIEF EXECUTIVE, HEAD OF PAID SERVICE (INCLUDING RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER)

The Panel received feedback from the Head of Human Resources and Organisational Development and Johnathan Swain of Penna on the interviews undertaken during the day by; a panel of representatives from the Public Service Board, a panel of private sector representatives and a group exercise with the five candidates. Then having received feedback from the three Party Leaders who had met the candidates during the day, the Panel considered which of the five candidates should be invited to attend for final interview for the post of Chief Executive and Head of Paid Service.

On a motion by the Chair, seconded by Councillor McLachlan, it was -

Resolved (unanimously) – That candidate number 12 be invited to attend for final interview on 6 February, 2015.

On a further motion by the Chair, seconded by Councillor McLachlan, it was –

Resolved (5:2) – That candidate number 3 be invited to attend for final interview on 6 February, 2015.

It was then moved by Councillor Green and seconded by Councillor Rennie, that –

“Candidate number 8 be invited to attend for final interview on 6 February, 2015.”

The motion was put and lost (3:4).

On a further motion by the Chair, seconded by Councillor McLachlan, it was –

Resolved (unanimously) – That the remaining candidates, numbers 4 and 11, be deselected from the recruitment process.

EMPLOYMENT AND APPOINTMENTS PANEL (CHIEF EXECUTIVE)

Friday, 6 February 2015

Present: Councillor P Davies (Chair)

Councillors AR McLachlan JE Green
G Davies L Rennie
AER Jones P Gilchrist

13 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

14 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

On a motion by the Chair, seconded by Councillor McLachlan it was -

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

15 APPOINTMENT OF CHIEF EXECUTIVE, HEAD OF PAID SERVICE (INCLUDING RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER)

Further to minute 12, the Panel interviewed the two short listed candidates for the post of Chief Executive and Head of Paid Service.

It was moved by Councillor Phil Davies, seconded by Councillor Green and then –

Resolved (unanimously) – That this Panel recommends to Council that Eric Robinson, currently Deputy Chief Executive / Director of People, Staffordshire County Council, be appointed to the post of Chief Executive and Head of Paid Service (including Returning Officer and Electoral Registration Officer).

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EMPLOYMENT AND APPOINTMENTS PANEL (DIRECTOR OF RESOURCES)

Monday, 24 November 2014

Present: Councillors P Davies JE Green
AR McLachlan L Rennie
G Davies P Gilchrist
AER Jones

1 APPOINTMENT OF CHAIR

On a motion by Councillor Adrian Jones, seconded by Councillor McLachlan, it was –

Resolved – That Councillor Phil Davies take the Chair of this Panel.

2 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

3 APPOINTMENT OF DIRECTOR OF RESOURCES AND SECTION 151 OFFICER

The Chair announced that it was proposed to put the recruitment process on hold for the appointment of new Director of Resources until a new Chief Executive had been appointed to enable him/her to have an involvement in the process.

Responding to comments from Members the Head of Human Resources and Organisational Development stated that it was intended to have a new Chief Executive appointed by Council on 24 February, 2015.

The Strategic Director of Transformation and Resources assured the Panel that the proposed Acting Section 151 Officer would be able to focus wholly on the financial arrangements of the Council.

On a motion by the Chair, seconded by Councillor McLachlan, it was –

Resolved –

- (1) That the process for the recruitment of a Director of Resources and Section 151 Officer be put on hold until a new Chief Executive has been appointed.**
- (2) That this Panel recommends to Council at its meeting on 8 December 2014 that:**
 - (i). Tom Sault, Head of Financial Services, be appointed as Acting Section 151 Officer, and Jenny Spick, Finance Manager, as Deputy Acting Section 151 Officer.**
 - (ii).Mike Zammit, Chief Information Officer, be appointed as Acting Senior Information Risk Owner (SIRO).**

EMPLOYMENT AND APPOINTMENTS PANEL (HEAD OF SPECIALIST SERVICES)

Wednesday, 10 December 2014

Present: Councillors P Davies W Clements
G Davies P Hayes
AER Jones A Brighthouse
Tony Smith

1 APPOINTMENT OF CHAIR

On a motion by Councillor A Jones, seconded by Councillor G Davies, it was –

Resolved – That Councillor P Davies take the Chair of this Panel.

2 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

3 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

The Head of Human and Resources and Organisational Development introduced David Slatter from Penna Recruitment Consultants. The Chair welcomed him to the meeting.

On a motion by the Chair, seconded by Councillor G Davies, it was -

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

4 APPOINTMENT OF HEAD OF SPECIALIST SERVICES, FAMILIES AND WELLBEING DEPARTMENT

The Director of Children's Services outlined the role of the Head of Specialist Services post and David Slatter explained the approach of the consultants in targeting potential applicants.

The Panel then considered which of the 4 candidates should be long listed for the next stage of the selection process for the post of Head of Specialist Services.

Resolved – That the following 3 candidates be long listed for the next stage of the selection process – candidate numbers 1, 2 and 3.

EMPLOYMENT AND APPOINTMENTS PANEL (HEAD OF SPECIALIST SERVICES)

Thursday, 8 January 2015

Present: Councillor P Davies (Chair)

Councillors G Davies AER Jones
Tony Smith P Hayes
W Clements A Brighthouse

5 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

6 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

On a motion by the Chair, seconded by Councillor G Davies, it was -

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

7 APPOINTMENT OF HEAD OF SPECIALIST SERVICES, FAMILIES AND WELLBEING DEPARTMENT

The Panel considered the technical assessment reports which had been prepared by the recruitment consultants, Penna. David Slatter, from Penna introduced the report in relation to each of the three candidates, who had been long listed in the selection process and made recommendations as to which of the three candidates should go through to the final selection stages.

The Panel then considered these recommendations as to who should be invited to attend the selection day on 14 January 2015 for the post of Head of Specialist Services.

On a motion by the Chair, seconded by Councillor G Davies, it was –

Resolved – That candidates 1 and 2 be invited to attend the selection day on 14 January, 2015.

EMPLOYMENT AND APPOINTMENTS PANEL (HEAD OF SPECIALIST SERVICES)

Wednesday, 14 January 2015

Present: Councillor P Davies (Chair)

Councillors Tony Smith P Hayes
W Clements A Brighouse
AER Jones

Deputies: Councillors C Meaden (In place of G Davies)

8 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Panel were requested to declare whether they had any disclosable pecuniary interests and/or any other relevant interest in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

9 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

On a motion by the Chair, seconded by Councillor A Jones, it was -

Resolved - That, under section 100 (A) (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 paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

10 INTERVIEW FOR THE POST OF HEAD OF SPECIALIST SERVICES

Having received feedback from officers and those Members who had met the two candidates that morning, the Panel considered which of the two candidates interviewed by officers and partner agencies should be invited to attend for final interview for the post of Head of Specialist Services.

Resolved – That candidate numbers 1 and 2 be invited to attend for final interview.

11 **APPOINTMENT OF HEAD OF SPECIALIST SERVICES, FAMILIES AND WELLBEING DEPARTMENT**

Further to minute 10, the Panel interviewed the two short listed candidates for the post of Head of Specialist Services.

It was moved by Councillor Phil Davies, seconded by Councillor Tony Smith and then –

Resolved (unanimously) – That Lisa Arthey, currently, Interim Head of Children in Need and CWD, Warrington MBC, be appointed to the post of Head of Specialist Services within the Department for Families and Wellbeing, subject to the necessary legal checks.

WIRRAL COUNCIL

THE EMPLOYMENT AND APPOINTMENTS COMMITTEE

21 SEPTEMBER 2015

SUBJECT:	EARLY VOLUNTARY RETIREMENT REQUEST
WARD/S AFFECTED:	ALL
REPORT OF:	CHIEF EXECUTIVE
KEY DECISION	NO

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of the report is to request approval from The Employment and Appointments Committee for the release of the Strategic Director, Regeneration and Environment, Kevin Adderley.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 Mr Adderley has been employed by Wirral Council for 10 years and 7 months in a number of roles. His current role is Strategic Director of Regeneration and Environment.
- 2.2 Mr Adderley has requested Voluntary Severance/Early Voluntary Retirement under the terms of the Council's Severance Scheme.
- 2.3 In February 2014, Council agreed to make £9.4m savings from remodelling over two years 2015/16 and 2016/17. Additionally, in February 2015, Council agreed a further £1.5m saving from a reduction in senior management costs in 2015/16.
- 2.4 Over the past 15 months 309 employees have left the Council. The Council has sought volunteers for severance/early retirement as part of the remodelling process.
- 2.5 The Regeneration and Environment strategic area includes the following services: Waste and Environment, Parks and Countryside, Highways Management, Traffic and Transport, Regulation Trading Standards Environmental Health, Housing and Regeneration, Planning, Building Control and Cultural Services, Strategic Investment and business development.
- 2.6 There are three Chief Officers who manage these areas who report to the Strategic Director and there is a Senior Manager who has responsibility for Strategic Investment.
- 2.7 Work has commenced on reviewing the Council's future operating model. We must consider the full range of options for delivering services in the most appropriate and

cost effective way, focused on delivering outcomes for residents of Wirral in line with the approved Wirral Council Plan.

- 2.8 A report will be brought forward in due course setting out the options and recommendations for the Council's Operating Model. Some changes may be delivered in short term and some will be phased over a longer period.
- 2.9 Whilst, still at an early stage, potential options for changes to service delivery mean that the post of Strategic Director (Regeneration and Environment) may no longer be required or the duties required may be significantly different in any new delivery model.
- 2.10 On that basis it is proposed that Mr Adderley's request be approved as a management saving at this stage.
- 2.11 If agreed, an interim structure will be required. It is proposed that the Council's Head of Asset Management /Assistant Chief Executive takes line management responsibility for posts currently reporting to Strategic Director, Regeneration and Environment. There are no additional costs associated with this arrangement.
- 2.12 Under paragraphs 5e and 10d and e, Part 3 Schedule 4A Part 1 of the Scheme of Non-Executive Delegation of Functions to Officers (set out in the Council's Constitution), the Chief Executive has delegated authority to approve the request and interim structure:
- 2.13 Para 5e: In relation to all delegated authority conferred on the directors by this scheme, the Head of Paid Service may allocate or re-allocate responsibility for exercising particular powers to any officer of the Council in the interests of effective corporate management as he or she thinks fit. He will notify the Head of Legal and Member Services of any such change. The Head of Legal and Member Services will amend the Constitution as necessary.
- 2.14 Para 10d: To determine staffing arrangements within approved budgets, subject to agreement on grading with the Head of Paid Service and conformance with Council policies.
- 2.15 Para 10e: To take all action to recruit, appoint, develop, manage and reward employees within approved Council policies and procedures (including operation of policies for discipline and dismissal, voluntary severance, early retirement, redundancy and redeployment) and relevant conditions of service.
- 2.16 However, in view of the seniority of this post, it is considered appropriate for the request to be considered by Employment and Appointments Committee. This is consistent with paragraph 7 of the above mentioned Scheme of delegation which states:
- 2.17 In deciding whether or not to exercise such delegated powers, the Directors should consider whether to consult the appropriate committee Chair and have regard to their views. Officers shall always be entitled to refer matters for decision to the appropriate member body or council where they consider it expedient to do so.

3.0 RELEVANT RISKS

3.1 None

4.0 OTHER OPTIONS CONSIDERED

4.1 None

5.0 CONSULTATION

5.1 None

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

6.1 None

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

7.1 The cost of severance is £49,057. This is the employee's entitlement based on service and weekly salary in accordance with Council's current severance scheme. Mr Adderley's notice period is three months.

7.2 The salary saving from deletion of this post would be £150,675 per annum including on-costs.

7.3 The approximate cost to the Council of the early release of pension will be available to the Committee at the meeting.

7.4 The cost of early payment is based on estimates supplied by Merseyside Pension Fund.

7.5 The cost of the early release of the pension is payable to Merseyside Pension Fund directly.

8.0 LEGAL IMPLICATIONS

8.1 None

9.0 EQUALITIES IMPLICATIONS

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(b) No because there is no relevance to equality.

10.0 CARBON REDUCTION IMPLICATIONS

10.1 None

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 None

12.0 RECOMMENDATION/S

12.1 That the Employment and Appointments Committee approves the request for Voluntary Severance/Early Voluntary Retirement made by Mr Kevin Adderley.

13.0 REASON/S FOR RECOMMENDATION/S

13.1 Having regard for all the circumstances including the best interests of the Council the above recommendation is proposed for consideration.

REPORT AUTHOR: **REPORT AUTHOR:**
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REFERENCE MATERIAL

None

SUBJECT HISTORY (last 3 years)

Council Meeting	Date