



Employment and Appointments Committee

Special Meeting

Date:	Wednesday, 12 June 2019
Time:	5.30 p.m.
Venue:	Committee Room 3 - Wallasey Town Hall

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AGENDA

1. APPOINTMENT OF CHAIR AND VICE-CHAIR

The Committee is requested to appoint a Chair and Vice-Chair.

2. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members are asked to consider whether they have any disclosable pecuniary and / or any other relevant interest in connection with any of the items on this agenda and, if so, to declare it and state the nature of the interest.

3. APPOINTMENT OF HEAD OF PAID SERVICE (Pages 1 - 6)

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Employment and Appointments Committee – Special Meeting

12th June 2019

REPORT TITLE	Appointment of Head of Paid Service
REPORT OF	Director of Governance and Assurance (Monitoring Officer)

REPORT SUMMARY

The current Chief Executive, Mr Eric Robinson, has tendered his resignation.

The report considers the Council's immediate options to meet its statutory obligation to appoint to the role of Head of Paid Service and recommends that Council appoint an officer as Chief Executive (Head of Paid Service) for an interim period.

RECOMMENDATION/S

It is recommended that the Committee:

1. Confirms the termination of employment of Mr Eric Robinson as Chief Executive (Head of Paid Service) with effect from 28th July 2019.
2. Recommends to Council that Mr Paul Satoor be appointed to the post of Chief Executive (Head of Paid Service), to include the appointment as Returning Officer and Electoral Registration Officer, for a period of twelve months or until such time as a permanent appointment is made.
3. That a report concerning the considerations and requisite steps for the permanent appointment to the position of Head of Paid Service be brought to the Committee by the Director of Change & Organisational Design at a convenient date.
4. That a recruitment process be undertaken to recruit to the vacant post of Corporate Director for Economic and Housing Growth.

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATION/S

- 1.1 Mr Robinson has given notice to end his employment contract as Chief Executive (Head of Paid Service) and a provisional date set for 28th July 2019. This is as a result of discussion with his new employer regarding a start date and consideration of the optimum time to put in place hand-over arrangements at the Council.
- 1.2 The Council is required to have an officer designated as Head of Paid Service in post. Appointing an interim Chief Executive from amongst the Council's current senior chief officer structure is considered to be the most economic and efficient means of providing continuity and leadership of the Council's officer core and relationship with elected Members.
- 1.3 Arrangements for appointing to the Chief Executive post on a permanent basis will be the subject of a future report to a future meeting by the Director of Change & Organisational Design.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 An alternative approach to meet the Council's statutory obligations would be to procure from the agency market the services of locum to be appointed as interim chief executive. This is not considered to be cost efficient or to provide the best outcome for the Council where a suitable internal appointment is available.

3.0 BACKGROUND INFORMATION

- 3.1 Mr Eric Robinson submitted his resignation as Chief Executive (Head of Paid Service) on 29th May 2019, after informing the Leader and Director of Change & Organisational Design of his intention to leave. This announcement was timed with the approval of his new employment as Chief Executive of Disclosure and Barring Service by the Secretary of State for Crime, Safeguarding and Vulnerability.
- 3.2 Discussion has taken place over the appropriate leaving date for Mr Robinson and this has been provisionally agreed, subject to ratification by this Committee, of 28th July 2019. This allows two months for hand-over, support and project completion arrangements to be put in place by the Council.
- 3.3 The Council is required to designate one of its officers as the Head of Paid Service, which is a statutory obligation under section 4 of the Local Government and Housing Act 1989. At Wirral Council, like most others, this position is allied to the wider leadership post of Chief Executive. The role of the Head of Paid Service is to determine the size, structure and organisation of the officer paid service and to manage that paid service, taking responsibility for the employment rights and responsibilities of the Council, including recruitment and

dismissal. (Members are involved only in relation to recruitment and dismissal of chief and deputy chief officers).

- 3.4 The Chief Executive (Head of Paid Service) is an appointment subject to mandatory standing orders, reflected in the Council's Employment Procedure Rules and the Council's published Pay Policy.
- 3.5 For the Council to appoint a suitable candidate for permanent appointment to the position of Head of Paid Service will involve consideration of the role, remuneration, process and appointing an Executive Search Company with expertise in senior local government recruitment to assist the Council to identify suitable candidates to apply for that role as well as to provide appropriate advice to the Council on the technical, stakeholder engagement and assessment elements of the selection process. It is envisaged that it would be a minimum of nine months to go through the process to formal appointment by Council and a start date arranged. This will be the subject of a future report to the Committee by the Director of Change & Organisational Design.
- 3.6 To comply with the Council's statutory obligations, an interim Chief Executive (Head of Paid Service) will therefore be required to be appointed.
- 3.7 The Council may look to the interim market to appoint a person from an agency or look to the senior chief officers to put in place an acting-up arrangement and appoint one of those officers to the position of Chief Executive on an interim basis.
- 3.8 As a result, it is considered that the most economic and efficient means of providing continuity and leadership to the Council's officer core, policy development and governance work and the working relationship with elected Members and partner bodies would be to appoint a Chief Executive (Head of Paid Service) on an interim basis, for a period of twelve months or until a permanent appointment is made by the Council, from within the Council's senior officers.
- 3.9 The Council's senior director structure consists of three posts, the Corporate Director for Children's Services, held by Paul Boyce, the Corporate Director for Business Management, held by Paul Satoor, and the Corporate Director for Economic and Housing Growth (vacant). Mr Robinson has discussed the interim role with Mr Boyce and Mr Satoor, the outcome of which may be summarised as:
 - Mr Boyce has stated that he is required to centre his energies on Children's Services and related improvement work and looks forward to assisting the interim Chief Executive in their role.
 - Mr Satoor, given his current and previous role relating to development and transformation of the organisation, together with his current responsibilities covering much of the Environment and Growth portfolio, is considered to be well placed to take on the position of Chief Executive (Head of Paid Service) on an interim basis.

- 3.10 The appointment of the Head of Paid Service, Returning Officer and Electoral Registration Officer are subject to approval of a meeting of full Council. The next ordinary meeting of Council is 15th July 2019.
- 3.11 Were Committee and Council to approve the recommendation, consideration needs to be given to the current responsibilities of the Corporate Director for Business Management. In particular, the current temporary arrangements concerning the duties of the Corporate Director for Economic and Housing Growth, whereby the planning policy development role is being undertaken with external support and the management responsibilities are undertaken by Mr Satoor, will need to be addressed. It is therefore considered a necessary step to now proceed to recruit to the post of Corporate Director for Economic and Housing Growth on a permanent basis.

4.0 FINANCIAL IMPLICATIONS

- 4.1 The remuneration for the Chief Executive will be met from existing budgets and will be in accordance with the Council's existing Chief Officer Pay Rates for the Chief Executive and in accordance with the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities.

5.0 LEGAL

- 5.1 Section 4 of the Local Government and Housing Act 1989 requires every relevant authority to designate one of its officers as Head of the Council's Paid Service. Article 12 of the Council's Constitution designates the post of Chief Executive as Head of the Council's Paid Service. The terms and conditions of employment of the Chief Executive include the statutory responsibilities of the Head of the Paid Service.
- 5.2 Pursuant to the Local Authorities (Standing Orders) (England) Regulations 2001 the appointment of the officer designated as the Head of the Paid Service must be approved by a meeting of full Council.
- 5.3 This is reflected in Paragraphs 2 and 3 of the Council's Officer Employment Procedure Rules, at Part 4(7) of the Constitution, and paragraph 6.6 of the Council's published Pay Policy Statement 2019, which also provides that full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by this Committee (or sub-committee) and that the Committee or sub-committee must include at least one member of the Cabinet.

6.0 EQUALITY IMPLICATIONS

- 6.1 Where the Council proposes to appoint to this post, and it is not proposed that the appointment be made exclusively from among their existing officers, the Council must draw up a statement specifying the duties of the post and the qualifications or qualities to be sought in the person to be appointed and make

arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified for it.

- 6.2 Section 7 of the Local Government and Housing Act 1989 requires that every appointment of a person to a paid office or employment under a local authority shall be made on merit.

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