

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