

Agenda Item 10

Executive Member	Councillor Vivienne Michael – Leader of the Council
Strategic Management Team Lead Officer	N/A
Author	Councillor Vivienne Michael – Leader of the Council
Date	Council – 23 rd May 2017

Subject	Appointment of Chief Executive/Head of Paid Service and Electoral Registration Officer/Returning Officer and arrangements for Interim
RECOMMENDATIONS	
<p>The Council is requested to:</p> <ul style="list-style-type: none"> (a) Note the anticipated timelines for the recruitment of the permanent Chief Executive/Head of the Paid Service (b) Appoint Jack Straw as Interim Chief Executive/Head of the Paid Service with effect from 1st July until a new permanent Chief Executive is in post (c) Appoint Arabella Davies as Interim Electoral Registration Officer/Returning Officer with effect from 1st July until a new permanent Chief Executive is in post 	

The Council has the authority to determine the Recommendations

BACKGROUND

1.0 Chief Executive/Head of the Paid Service (permanent)

- 1.1 The current Chief Executive (Yvonne Rees) has secured a new position as Chief Executive of Cherwell and South Northamptonshire with effect from 1st July 2017. There is a statutory duty under the Local Government and Housing Act 1989 for the Council to designate one of its Officers as the Head of the Paid Service. In most instances the Head of the Paid Service is the Chief Executive. The Council therefore needs to make arrangements for a new appointment.
- 1.2 The Leader has conducted a costs/benefit exercise in order to assess whether to conduct the recruitment in-house or through a specialist agency. As a result of this exercise and due to both the crucial nature of the appointment and the need to provide access to a diverse applicant pool, the Leader has appointed Veredus to conduct a full search and selection exercise. Veredus are an independent recruitment company with specialist experience in the public sector. This appointment was made in compliance with procurement regulations.
- 1.3 In conjunction with the Leader and Council’s HR advice, Veredus have prepared a job description and person specification for the role. The Council’s Corporate Strategy and other documentation has been assembled to inform and attract applicants with the appropriate experience and of the desired caliber. This information is held on a microsite which can be accessed on the internet by the following link or by inputting the name Veredus to a search engine <https://www.veredus.co.uk/job/chief-executive-jobid-929732>
 For ease of reference the job description and person specification are attached as an Appendix.
- 1.5 Applicants to be longlisted and shortlisted will be agreed by a politically balanced sub-committee in conjunction with professional advice from both Veredus and the HR team. The sub-committee will then form the panel to conduct the final assessment of shortlisted candidates and will propose the formal appointment to full Council in accordance with the results of this exercise.
- 1.6 It is anticipated that the formal appointment will be put before Council on 11th July.

Members of the panel are:

The Leader – Councillor Vivienne Michael, Councillor Charles Yarwood, Councillor Lynne Brooks, Councillor Peter Stanyard and Councillor Stephen Cooksey

1.8 Council is asked to note the anticipated key dates in the recruitment process as follows:

- Panel meet to decide long list: Thursday 25th May
- Panel meet to decide shortlist: Tuesday 6th June
- Assessment day: Final interviews and panel decision: Friday 23rd June
- Executive approval (i.e. no well founded objection): By Tuesday 27th June

2.0 Chief Executive/Head of the Paid Service and Electoral Registration Officer/Returning Officer (interim arrangements)

2.1 Due to the timelines stated above and given that it is likely that any new appointee will be subject to a notice period Council is requested to appoint Jack Straw as Interim Chief Executive with effect from 1st July to the date on which the new permanent Chief Executive takes up his/her post.

2.2 The appointment of Jack Straw as interim would ensure stability to the organisation during a period of change accompanied by significant work pressures.

2.3 During this period Council is also requested to appoint Arabella Davies as Interim Electoral Registration Officer/Returning Officer.

2.4 By law the Council must appoint a Head of Paid service, an Electoral Registration Officer and a Returning Officer. If the Council does not agree the proposed interim appointments a special Council meeting must be convened prior to the departure of the current Chief Executive to consider an alternative.

3.0 CORPORATE IMPLICATIONS

Legal Implications

The process for recruiting a new Chief Executive is in accordance with Mole Valley District Council's Constitution. A suitable candidate will be sought through selecting a shortlist for interview and conducting the assessment of appropriate candidates. This process is delegated to a politically balanced appointments panel.

The appointment must be approved by full Council before an offer of appointment is made to the preferred candidate. Council must make the appointment in the absence of any objection by the Executive.

Each local authority has a duty, under the Local Government and Housing Act 1989, to appoint a Head of Paid service. If the Council does not agree the proposed interim appointment a special Council meeting must be convened prior to the departure of the current Chief Executive to consider an alternative. Similarly, each local authority is required, under the provisions of the Representation of the People Act 1983, to appoint a Registration Officer and a Returning Officer.

Monitoring Officer Commentary

The Monitoring Officer is satisfied that all relevant legal implications have been taken into consideration.

Financial Implications

The interim Chief Executive appointment will be made subject to our existing payscales for the Chief Executive position ranging from £101,113 to £112,891. The appointment will be made at the first incremental point (£101,113). As this appointment is at the bottom of the scale and in the event that the interim arrangements continue beyond April 2018 this would be subject to our normal pay policy arrangements. This includes annual incremental increase (subject to performance review) and any cost of living awards annually approved by the Council as part of the budget process.

The successful (permanent) applicant will be employed by the Council on a salary up to £120,000 per annum. This additional salary would therefore be paid as a market supplement in consideration of the typical Chief Executive salary ranges required and has been based on information regarding recent comparable appointments and advice from Veredus about the salary needed to attract an appropriately experienced applicant. Mole Valley District Council can offer a relocation allowance if the successful applicant is required to relocate to take up the position.

The costs of undertaking this recruitment exercise have been capped at £20,000. Procurement requirements in relation to the approval of Veredus have been complied with.

Section 151 Officer Commentary

The s151 Officer is satisfied that all relevant financial implications have been taken into account.

Risk Implications

By law the Council must appoint a Head of Paid service and Electoral Registration Officer/Returning Officer. If the Council does not agree the proposed interim appointments a special Council meeting must be convened prior to the departure of the current Chief Executive to consider an alternative.

Equalities Implications

The method by which the search and selection process will be undertaken takes account of equalities implications arising from the Equalities Act 2010.

Equalities implications have also been addressed in the method by which the applicant for the Interim Chief Executive has been selected.

Employment Issues

The Council will be entering into 'acting up' arrangements with the Interim Chief Executive who will then revert to their substantive post once the new permanent appointment takes effect. In the event of this proposed appointment taking effect the Interim Chief Executive will continue to discharge their duties and responsibilities in relation to their substantive role during this period. There are no employment implications arising from the arrangements for the interim Electoral Registration Officer/Returning Officer.

Sustainability Issues

None.

Consultation - The Leader of the Council has consulted with the Leaders of the Independent and Liberal Democrat Groups to propose nomination to a politically balanced sub-committee for the formal stages in the recruitment process set out above.

The Leader/current Chief Executive has consulted with the Leaders of the Independent and Liberal Democrat Groups to propose the appointment of the Interim Chief Executive. (The manner in which the applicant for Interim Chief Executive has been selected included consultation with the substantive members of the Senior Management Team).

Communications

Internal communication channels are being used throughout the process to brief staff and Members, respectively. Partners will be advised on the appointment of both the Interim and Permanent Chief Executives. Residents and businesses will be informed through appropriate online and offline communication channels. Trade press such as the MJ and LGC will be used to inform the broader local government community.

BACKGROUND PAPERS

Councillors may refer to the Appendix which provides the Job Description and Person Specification for the permanent post.

Appendix: Chief Executive

Job Description

Post	Chief Executive – Mole Valley District Council
Location	Based at Mole Valley District Council offices Pippbrook, Dorking or other office location within reasonable commuting distance, with regular attendance at other sites.
Salary Grade	Circa £120k per annum
Reports to	Leader, Mole Valley District Council (on behalf of the Council)
Post Objective	
<p>To provide leadership to Mole Valley District Council, working closely with Elected Members to develop a shared sense of identity and vision.</p> <p>To deliver Elected Members' policies, projects and vision as reflected in the Corporate Strategy, budgetary framework and changing context in which the Council operates.</p> <p>To spearhead effective partnership solutions that build Mole Valley's reputation as an innovative, dynamic and cost effective Council, delivering high quality services for customers and value for taxpayers.</p> <p>To act as a figurehead for all staff in the Council, building and leading high performing teams that reflect the vision and values of the organisation.</p> <p>To undertake the duties and responsibilities of the Head of Paid Service and other statutory responsibilities under the Local Government Housing Act 1989 and other relevant legislation.</p>	
Main Duties	
<p><u>Statutory responsibilities</u></p> <p>To act as the Council's Head of Paid Service and fulfil the statutory responsibilities as outlined in the Local Government and Housing Act 1989.</p> <p>To have lead responsibility for the safety, health and welfare of all employees or workers in accordance with the Health and Safety at Work Act 1974 and related legislation and Council policies.</p> <p><u>Leadership responsibilities</u></p> <p>To assist in the development and realisation of a strategic vision and key priorities for Mole Valley which will guide its work and assist effective allocation of resources, leading to the realisation of Mole Valley's full potential.</p> <p>To provide strong, visible and inspirational leadership to the Senior Management Team and to all employees and partners, promoting and facilitating joined up working and a culture of continuous improvement across the Council.</p> <p>To open the channels of communication between all tiers of local government in Surrey and the wider region, creating synergy and leveraging influence in support of agreed objectives for the area.</p> <p>To develop and tailor effective partnership solutions where there are defined benefits for Mole Valley.</p> <p>To support elected Members to ensure the provision of modern and effective democratic arrangements that meet the requirements of government and the local community.</p> <p>To develop a flexible and corporate 'one team' organisation with the self confidence to positively respond to an ever-changing local government environment.</p> <p>To represent the Council and act as advocate and ambassador for Mole Valley in all external relationships.</p> <p>To ensure through personal example and rigorous action that a sustained performance culture permeates the organisation, connecting vision to action, providing accountability and generating a framework to empower, value, develop and grow employees to take effective and appropriate responsibility for their work areas.</p>	

Democratic responsibilities

To manage the interface between elected Members and Officers, support the democratic processes, and act as the Council's principal adviser on policy options and professional matters.

To ensure effective scrutiny arrangements are in place in accordance with statutory requirements and regulation.

To act as Returning Officer and Electoral Registration Officer, where appointed by Council.

Resources Management responsibilities

To secure the staff and other resources needed to deliver high quality, cost effective services with the flexibility to respond to changing demands.

To ensure the development, implementation and monitoring of robust financial planning processes in order to meet the Council's priorities and achieve a balanced budget.

To champion a customer-focussed ethos within the Council and ensure effective and efficient service delivery against agreed standards.

Other

This is a politically restricted post as defined by the Local Government and Housing Act 1989.

Local government in Mole Valley is dynamic therefore the post holder will be expected and required to respond flexibly to changing demand and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes will be commensurate with the grading of the post and subject to consultation.

Flexible working package with potential of condensed hours. The job of Chief Executive cannot be satisfactorily undertaken within a fixed working week so there are no set hours or working pattern for the post. It is however an expectation that the post holder will work reasonable hours necessary for the most effective performance of duties including attendance as necessary at Committees.

Any such other duties and/or times of work as may reasonably be required commensurate with level of responsibility.

To take overall responsibility for the Council's policy on Risk Management and to mitigate, reduce and communicate any new, emerging or potential risks to appropriate parties.

To ensure that all necessary data is provided in accordance with the Council's Data Quality Policy.

Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures.

Chief Executive



Person Specification

	Essential
Experience and Knowledge	<p>Significant and broad-based leadership experience in a similar complex and political organisation with evidence of taking on responsibilities outside of current role remit.</p> <p>Proven track record of significant achievement in delivering excellent services.</p> <p>Significant experience building and maintaining political consensus.</p> <p>A proven track record of exploiting new commercial opportunities and winning commitment from cross-organisational stakeholders.</p> <p>Successful track record of building a strong corporate reputation.</p> <p>Experience of successfully leading change programmes.</p> <p>Experience of budgetary responsibilities including the successful and cost effective management of large and complex budgets and capital / asset management programmes.</p> <p>Experience of leveraging partnership solutions in support of common goals, leading to shared resources and reduced overhead costs.</p> <p>Proven visible and inspirational leadership, resulting in building motivation, capturing and harnessing positive energy, thereby mobilising and enhancing resources to deliver effectively on the ground.</p> <p>A track record of working to manage conflicting national and local priorities, building consensus and establishing common threads of agreement.</p> <p>A track record of maintaining morale and positive staff engagement levels in order to maintain productivity.</p> <p>Experience of reputation management with demonstrable experience of protecting and minimising reputation damage in the face of controversial decision making that divides key stakeholders and the community.</p>
Skills, Knowledge & Abilities	<p>Strategic planning skills and the ability to set demanding but achievable goals, objectives and priorities and the determination to secure their achievement.</p> <p>Highly competent in strategic management with the ability to meaningfully interpret and present management information, cutting through bureaucracy to develop effective strategy.</p> <p>A highly effective and persuasive communicator with the ability to relate to people at all levels, including the media.</p> <p>Visible, transformational and inspirational leadership qualities, able to express and win support for a shared sense of purpose and direction of travel for Mole Valley.</p> <p>Able to display commercial/business awareness and the ability to gain and sustain customer and public confidence.</p> <p>Able to develop and direct work programmes transcending service areas</p>

	<p>and organisational boundaries.</p> <p>Able to demonstrate a high degree of probity and work within the constraints of a publicly funded service.</p> <p>Good understanding of effective governance.</p> <p>An understanding of the regulatory and legislative framework within which the public sector operates.</p> <p>Able to work in a pressurised political environment and manage competing priorities while delivering on a multiplicity of projects, adapting to changing circumstances and priorities, particularly where political unity cannot be relied upon.</p> <p>Able to operate effectively and openly within the democratic process, with the political acumen, emotional intelligence and skills to develop productive working relationships with Elected Members that command respect, trust and confidence.</p> <p>Strategic vision, tactical intelligence and pragmatism to develop partnership solutions and leverage joint solutions where there are defined benefits for Mole Valley.</p> <p>Understanding of issues affecting both Mole Valley and the wider, social and economic environment and the ability to develop effective local strategies and solutions to respond to these.</p>
<p>Personal Attributes & Behaviours</p>	<p>Outgoing and approachable, with demonstrable high levels of energy stamina and resilience.</p> <p>Personality, conduct and credibility that engages and commands the confidence of Councillors, senior managers, employees, local communities, external partners/agencies and other stakeholders.</p> <p>Ability to model and champion senior management behaviours and values which are to show that you:</p> <ul style="list-style-type: none"> • Lead by example, demonstrating progressive leadership and direction across the organisation • Care about and are ambitious for our people and our services • Understand our customers' needs • Take responsible decisions about how we spend taxpayers' money • Engage and influence on issues that benefit Mole Valley • Are alert, agile and flexible • Are resilient and drive issues forward.