

Appointments Etc Panel

Thursday, 18 May 2017, 2.00 pm, Kidderminster Room,
County Hall

Present:

Minutes

Mr P Denham, Mr S E Geraghty, Mr A I Hardman,
Ms K J May, Mr P Middlebrough, Dr K A Pollock and
Mrs E B Tucker

Available papers

The Agenda papers (previously circulated), a copy of
which will be attached to the signed Minutes.

1047 **Named
Substitutes
(Agenda item 1)**

None.

1048 **Election of
Chairman
(Agenda item 2)**

Mr S E Geraghty was duly elected Chairman

1049 **Election of Vice-
Chairman
(Agenda item 3)**

Mr A I Hardman was duly elected Vice-Chairman.

1050 **Apologies and
Declarations of
Interest
(Agenda item 4)**

Mr Middlebrough declared that he had a working
relationship through the LGA with the Leader of one of
the authorities connected with a candidate.

1051 **Confirmation of
Minutes
(Agenda item 5)**

RESOLVED: that the minutes of this meeting be
circulated to Members of the Panel and be signed by
the Chairman in the light of any comments on their
accuracy received within 7 days of their circulation.

1052 **Exclusion of
Press and
Public (Agenda
item 6)**

RESOLVED: that the public and press be excluded
from the meeting during the consideration of the
following items of business on the grounds that if
they were present during such consideration it would
be likely that there would be disclosure to them of
exempt information as defined in Section 100(I) and
Schedule 12A of the Local Government Act 1972
relating to any individual and the public interest in
maintaining the exemption outweighed the public

1053 Appointment of Head of Paid Service (Agenda item 7)

interest in disclosure.

Summary of the proceedings during which the Press and Public were excluded.

Background Information

Panel was aware that Clare Marchant, Chief Executive (who holds the statutory post of Head of Paid Service) had tendered her resignation. The cessation date of employment was June 29 with the last working day being June 27.

The Council is required by law to have a Head of Paid Service (HPS) appointed by full Council, and the law does not distinguish between interim or permanent appointments. There is no legal requirement to have a Chief Executive (CX), but this is the model the Council has operated under to date. The Council could choose to appoint a CX rather than just a HPS, but it will need to expressly choose the model it wishes at some point (at least before starting the permanent recruitment process). Council could even choose to have a different post for interim and permanent appointments (i.e. interim HPS but permanent CX, or vice versa).

It was not feasible to recruit to a permanent Head of Paid Service by the end of June (given search, select and notice requirements and the need for full Council to approve any appointment) and therefore an interim option needed to be explored to put before May Council to ensure the Council has an interim HPS/CX in position.

Appointing an Interim Head of Paid Service

Given the timescales of the existing incumbent departing, recommendations needed to be made to 25 May Council covering both the post (interim HPS or CX) and who will hold the post. As the July Council was too late, the only other alternative was calling a special Council before the end of June.

The Panel was asked to consider whether to recommend to Council an interim CX or an interim HPS be appointed on the departure of the current CX.

A CX is responsible (as per the accompanying Job Description and Person Specification in Appendix 1 to the report), for 'pay and rations' of staff, the strategic and operational delivery by officers within the Council and for leading work with partners across Local Government, Health, Local Enterprise Partnership and beyond. A Head of Paid Service can be just limited to staff 'pay and

rations' for the organisation, or incorporate some responsibilities equivalent to a Chief Executive. (eg ensuring budget is delivered against plans and a cross-council approach taken to this and Corporate support of the Children's safeguarding agenda including experience of liaising with government departments such as DfE)

The Panel needed to consider the nature of the interim post and who should be appointed to this role, and subsequently recommend this appointment to Council.

There were no internal candidates for Panel to consider but the search for external candidates had identified individuals who had both the experience and availability required. A short list of potential candidates was reported to Panel which was therefore asked to interview the shortlisted candidates in order to determine the suitability for undertaking the interim post until such time as a permanent solution has been agreed and implemented. A selection of questions was available for the Panel to choose from.

Remuneration

The Panel was asked to authorise the appropriate remuneration commensurate with the arrangement agreed upon. Most but not all external interim remuneration arrangements would be at the market day rate and as agreed by Panel (normal range between £1300 and £1500 per day, usually for four paid days per week).

Next Steps

The May Council would make a decision on both the interim model and interim appointment with effect from the current Chief Executive's departure. The permanent model would be a matter to be considered together with the Council Operating Model in due course.

The Panel discussed the issue and the consensus view was that the most appropriate interim model was to continue with a Chief Executive. This was without prejudice to consideration of the permanent model in due course.

The external candidates were sourced through an external search agency and their CVs made available to the Panel. The Panel interviewed the shortlisted suitable external candidates in order to inform its recommendation to full Council.

After those interviews, the Panel discussed the

candidates. The view was expressed that the priorities for the interim post were to facilitate and ensure CFC delivery of its service improvement plan, to continue the transformation work for the Council, and to lead SLT. The Panel was of the view that Stephen Stewart was the most appropriate appointment and should be recommended to Council.

RESOLVED:

- (a) to recommend to Council that an Interim Chief Executive be appointed upon the departure of the current Chief Executive on 29 June;**
- (b) to recommend to Council that Stephen Stewart be appointed to that Interim Chief Executive post;**
- (c) the Head of Human Resources and Organisational Development be authorised, in consultation with the Chairman of the Panel, to settle the level of remuneration and any detailed terms of the contract of employment, subject to references.**

The meeting ended at 2.46pm

Chairman

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank