

SLOUGH BOROUGH COUNCIL

REPORT TO: Extraordinary Council **DATE:** 19th December 2017

CONTACT OFFICER: Linda Walker
Monitoring Officer
(For all enquiries) 01753 875300

WARDS: All

PART I **FOR DECISION**

HEAD OF PAID SERVICE AND CHIEF EXECUTIVE ARRANGEMENTS

1. **Purpose of Report**

To seek Council's agreement to changes to the current interim Head of Paid Service arrangements, to approve arrangements for the appointment of an Interim Chief Executive and Head of Paid Service, to agree to an independent review of the Chief Executive appointment process, and to commence the permanent recruitment to the post.

2. **Recommendation/s**

The Council is requested to resolve:

- (a) that the temporary arrangement whereby Roger Parkin acts as interim Head of Paid Service ends on 31st December 2017;
- (b) that the Director of Finance and Resources be authorised to make the appointment of an interim Chief Executive and Head of Paid Service from January 2018 following consultation with the Group Leaders and UKIP member;
- (c) that the Chartered Institute of Personnel and Development (CIPD) carry out an independent review of the 2017 Chief Executive appointment process with the attached terms of reference. Its report should inform the permanent recruitment to the Chief Executive post, and be published for information at the full Council meeting in January 2018; and
- (d) that the job description, person specification and terms and conditions of the Chief Executive and Head of Paid Service post as set out at Appendix B be endorsed and that the Service Lead (People) be authorised to make minor alterations as necessary following consultation with the Group Leaders and to commence the permanent recruitment to the post of Slough's Chief Executive.

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

- 3.1 The Chief Executive as Head of Paid service is the most senior officer in the Council and as such the appointee has key responsibilities in relation to the delivery

of the Slough Joint Wellbeing Strategy, JSNA and Five Year Plan, as well as providing leadership in the strategic management of the council and to support members with the objective of achieving its vision, priorities, aims and ambition for Slough. The Head of Paid Service needs to ensure that the Council is organised efficiently and effectively to deliver excellent customer focused services.

4. **Other Implications**

(a) Financial

The costs associated with the interim arrangements are included within the existing staffing budget. The costs of recruitment and external support for the permanent recruitment will be charged to the Chief Executive's budget codes.

(b) Human Rights Act and other Legal Implications

There is a legal requirement under section 4 (1) (a) Local Government and Housing Act 1989 for the Council to designate one of its officers as the Head of Paid Service. Under Paragraph 4(1) of Schedule 1 part II Local Authorities (Standing Orders) (England) regulations 2001, Council approval must be obtained before an offer of appointment is made to an officer designated as the Head of Paid Service (in this case an interim).

The Council's Constitution (Part 4, section 7 Paragraph 3.1) states that Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a committee or sub-committee of the council. That committee or sub-committee must include at least one member of the Cabinet. This is a mandatory requirement imposed by the Local Authorities Standing Orders Regulations 2001 and we interpret that as being applied to any interim appointment.

The Council's recruitment procedures comply with the Regulations issued by the Government and the requirements of the Constitution. These procedures comply with the requirements of the Human Rights Act. The Council's recruitment processes ensure equality of opportunity for all.

5. **Supporting Information**

Interim Head of Paid Service

- 5.1 Roger Parkin was appointed Interim Head of Paid Service by Council on 31st January 2017, when arrangements were agreed for the permanent recruitment to the post of Chief Executive.
- 5.2 At its meeting on 28th November, Council decided not to appoint Mr Parkin as its Chief Executive and Head of Paid Service, and it is proposed to end his interim role on 31st December 2017.
- 5.3 It is proposed that the Council appoints a new Interim Chief Executive and Head of Paid Service pending the permanent appointment to the post. The Council will be seeking an external candidate with successful experience as a Chief Executive in a similar context.

- 5.4 In order to ensure this process is both speedy and transparent, it is proposed that the Director of Finance and Resources be authorised to appoint an interim chief executive and head of paid service following consultation with the Leaders of both parties and the UKIP member. The appointment will be reported to Council for information on 30th January 2018.
- 5.5 As is usual in the absence of the Chief Executive and Head of Paid Service, Members of the corporate management Team will provide cover for the role on a rotating weekly basis until the new appointment takes effect. This arrangement is not expected to extend beyond the 30th January 2018.

Independent Review

- 5.6 Following the recent recruitment process for the Chief Executive concerns were raised by Members regarding the independence and rigour of the process. Accordingly an independent review is proposed which needs to be concluded in a timely manner so as to inform, but not delay, the permanent recruitment to the post of Chief Executive.
- 5.7 The proposed Terms of Reference for the review are set out in Appendix A
- 5.8 It is proposed that the Chartered Institute of Personnel and Development (CIPD) should conduct the review. The CIPD sets professional standards and support OD/HR professionals to make a real impact on the work and working lives of the people and organisations they work with. They provide independent research and insights and influence policy and practice to ensure that work benefits everyone - making it a trusted adviser to individuals, employers, media and policy makers
- 5.9 The review report and recommendations will be brought back to Council on 30th January 2018 for information.

Permanent Recruitment

- 5.10 In order to expedite the process, it is proposed to delegate the process to be followed for the permanent recruitment to the post of Slough's Chief Executive to the Service Lead – People, following consultation with the Group Leaders. The recruitment will take into account the recommendations of the independent review above, and be based upon the Role Profile for the post at appendix B.
- 5.11 In accordance with the Constitution, the Appointments Sub Committee will make a recommendation for appointment to the Council on the conclusion of the recruitment process.

6 Background Papers

- Appendix A Terms of Reference for Review into recruitment to the post of Chief Executive
- Appendix B. Chief Executive and Head of Paid Service - Job Description, Person Specification and Terms and Conditions