

## **Report to Council**

**Subject:** Transitional arrangements relating to the post of Chief Executive

**Date:** 18 July 2018

**Author:** Director of Organisational Development & Democratic Services

### **Purpose of the Report**

- 1.1 To seek approval for transitional arrangements following the departure of the Chief Executive to take up a new position.

### **Background**

- 2.1 Members are aware that John Robinson gave notice of resignation from the post of Chief Executive to take up a new position as Chief Executive of Newark & Sherwood District Council. His last day in office will be Sunday 22 July 2018 and last day in work was Friday 6 July 2018.

#### Interim Arrangements

- 2.2 Notwithstanding the need to put in place permanent arrangements for the post of Chief Executive, transitional arrangements will need to be in place to ensure the smooth running of the organisation. Given the fact that John Robinson holds a number of statutory roles in addition to the post of Chief Executive, consideration also needs to be given to interim appointments to the role of Head of Paid Service, Returning Officer and Electoral Registration Officer. The Chief Executive is also appointed as 'Proper Officer' in respect of a number of elections, democratic services and building control functions and carries certain functions delegated from Council, Committees and the Executive.
- 2.3 Arrangements are already in place to enable other members of the Senior Leadership Team to deputise: General delegations are in place and more specifically Mike Hill is appointed as Deputy Chief Executive and is expected to deputise in the absence of the Chief Executive. In addition, Helen Barrington is appointed as the Deputy Electoral Registration Officer.
- 2.4 Under S.4(1) Local Government and Housing Act 1989, the Council is under a duty to designate one of its officers as Head of Paid Service. The statutory role of Head of Paid Service cannot be held by the Monitoring

Officer but may be held by the Chief Financial Officer.

- 2.5 The Chief Executive and Head of Paid Service can only be appointed by Full Council. The Constitution provides that the Appointments and Conditions of Service Committee would deal with the recruitment process, including interviewing candidates, and make a recommendation to Council on the appointment. The recruitment process must be conducted in accordance with the Council's Standing Orders Relating to Staff. This recruitment process has already commenced with interviews scheduled to take place the week commencing 23 July 2018.

## **Proposal**

- 3.1 In order to ensure the smooth running of the Council it is proposed that the following transitional arrangements are put in place from Monday 23 July 2018 until a new Chief Executive takes up office ("the transitional period"):
- The Deputy Chief Executive and Director of Finance, Mike Hill, will take on the role of acting Chief Executive and be designated as Head of Paid Service; appointed as Returning Officer for local elections (Borough and Parish) and Parish Polls and Electoral Registration Officer; and appointed as a Proper Officer in respect of all those functions where the Chief Executive is designated as the Proper Officer.
- 3.2 Whilst the Deputy Chief Executive and Director of Finance currently deputises on behalf of the Chief Executive, it is recognised that during the transitional period he will need to perform a wider range of functions usually discharged by the Chief Executive on a more frequent basis. In order to acknowledge these additional responsibilities, it is proposed that Mike Hill, be paid an honorarium taking his salary to the bottom of the current Chief Executive salary scale during this transitional period.
- 3.3 It is also necessary to put in place other transitional arrangements to ensure strategic management of all service areas, the following interim arrangements have been agreed by the Senior Leadership Team.

**Deputy Chief Executive & Director of Finance** will be responsible for the following functions:

- Financial Services
- Revenues and Welfare support
- Property
- Economic Growth and Regeneration
- Development Services
- Planning Policy

**Director of Health & Community Wellbeing** will be responsible for the following functions:

- Leisure
- Public Protection
- Community Relations
- Parks & Street Care
- Transport and Waste

**Director of Organisational Development & Democratic Services** will be responsible for the following functions:

- Legal
- Democratic Services
- Organisational Development
- Customer Services, IT & Communications
- Health & Safety & Emergency Planning
- Marketing

- 3.4 Members will be aware that previous amendments to the Constitution included flexibility for members of Senior Leadership Team to exercise delegated powers in the absence of others, as follows:

“For the avoidance of doubt, it is confirmed that the Chief Executive has authority to deal with all matters delegated to Directors. Furthermore, in the absence of a Director, it is confirmed that all other Directors have authority to deal with all matters delegated to them.

In the absence of the Chief Executive, the Directors shall have authority to exercise all functions and delegations of the Chief Executive”.

Similar provisions exist in relation to delegations from Cabinet members. As a result, no further delegations are required from Council or Cabinet to enable decisions to be made during the transitional period.

- 3.5 Whilst the transitional arrangements will enable the Council to operate in the short term, it is not a long term solution and the Appointments and Conditions of Service Committee has approved the recruitment of a new Chief Executive through an external competitive process.

### **Resource Implications**

- 4.1 The cost of these arrangements can be contained within savings from the Chief Executive’s salary whilst the post is vacant.

## **Recommendations**

### **It is recommended that:**

5.1 For the transitional period:

- Mike Hill, will take on the role of acting Chief Executive, be designated as Head of Paid Service; appointed as Returning Officer for local elections (Borough and Parish) and Parish Polls and Electoral Registration Officer; and appointed as Proper Officer for all those functions where the Chief Executive is designated as the Proper Officer;

5.2 Mike Hill be paid an honorarium to take his salary to the bottom of the current Chief Executive salary scale for the transitional period to reflect the additional responsibilities in carrying out those functions usually discharged by the Chief Executive and Head of Paid Service;

5.3 Council notes that steps are being taken to appoint a permanent replacement to the post of Chief Executive through the Appointments and Conditions of Service Committee.

## **Appendices**

6.1 None.