

READING BOROUGH COUNCIL

TO:	PERSONNEL COMMITTEE		
DATE:	15 APRIL 2016	AGENDA ITEM:	2
TITLE:	APPOINTMENT OF INTERIM MANAGING DIRECTOR (HEAD OF PAID SERVICE) (ARRANGEMENTS AND SUPPORT)		
LEAD MEMBER:	COUNCILLOR JO LOVELOCK	LEADER	
SERVICE:	RESOURCES	WARDS:	BOROUGHWIDE
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JOB TITLE:	INTERIM HR AND PAYROLL SERVICE MANAGER	E-MAIL:	Warren.king@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

- 1.1. To seek approval of the recruitment arrangements of a new Interim Head of Paid Service post, following the announcement by the current Managing Director that he has secured another post. Committee are also asked to agree that this should be by use of a firm of consultants who will provide an interim Head of Paid Service to undertake the role until a permanent Head of Paid Service is secured.

2. RECOMMENDED ACTION

- 2.1. The Committee is asked to consider the recruitment arrangements for appointment to the Interim Managing Director (Head of Paid Service) post and to agree the composition of a Personnel Committee Appointment Panel.
- 2.2. That the task of formulating a shortlist be delegated to the Interim HR & Payroll Service Manager in consultation with the Leader and Deputy Leader of the Council.
- 2.3. That the use of consultants to provide a suitably qualified and experienced Head of Paid Service be approved.
- 2.4. That, in accordance with Paragraph 5(1)(l) of the Council's Contracts Procedure Rules (Exempt Contracts), the appointment of an external firm of consultants to undertake this activity, given the requirement for a swift appointment, be approved.
- 2.5. That the choice of preferred consultants be delegated to the Interim HR & Payroll Service Manager in consultation with the Leader of the Council.

3. POLICY CONTEXT

- 3.1. Under the Council's Constitution, the Personnel Committee has responsibility:

- to appoint or arrange for the appointment of the Head of Paid Service and to settle all matters relating to this appointment, and
- to take any decisions affecting the remuneration, terms and conditions of service of the Head of Paid Service.

3.2. The appointment of the Head of Paid Service must be approved by full Council before any offer can be made (**Officer Employment Procedure Rules: '2.3 Any appointment or dismissal of an officer designated as the Head of the Council's Paid Service, shall be approved by the full Council before any offer of appointment or notice of dismissal is given to the person concerned.'**).

4. THE PROPOSAL

4.1. The arrangements for this Committee to consider are as follows:

4.1.1. **Composition of Personnel Committee Appointment Panel** - which Members will make up the Appointment Panel for this post and which officer(s) will be nominated to assist.

4.1.2. **Use of External Consultants** - The use of consultants is proposed to provide an appropriately qualified and experienced interim Head of Paid Service. The Committee is asked to approve the engagement of consultants for the provision of an interim postholder with the choice of preferred consultants being delegated to the Interim HR Manager in consultation with the Leader of the Council.

4.1.3. **Shortlist** - That the Interim HR Manager, in consultation with the Leader and Deputy Leader of the Council, agree a shortlist of candidates sourced by the preferred consultants that will then be interviewed by the Personnel Committee Appointment Panel.

4.2. Job Description and Person Specification

It is proposed that the job title for the post will be **Managing Director**. The draft job description and person specification are attached as Appendix A.

4.3. Terms and Conditions of Employment, including salary

It is proposed that no change be made to the main terms of this appointment, i.e.:

- **Contract terms** - The Council will engage a firm of consultants who will provide the Council with an interim Head of Paid Service.
- **Salary:** The external consultants will charge a day rate (plus expenses and VAT) on submission of invoice.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1. Appointment to the Head of Paid Service post is crucial to the achievement of the Council's Strategic Aims. The Council is legally obliged to have an officer nominated as the Head of Paid Service.

6. LEGAL IMPLICATIONS

- 6.1. The mandatory Standing Orders derive from the Local Authorities (Standing Orders) (England) Regulations 2001, and were adopted by full Council on 26 March 2002.
- 6.2. Contract Procedure Rule 5(1)(I) exempts from the requirement to tender a contract valued above £50k but below the current OJEU threshold of £164k where “demonstrable benefits in service or value for money or price are likely to be obtainable by way of direct negotiation with the potential supplier or contractors”.

7. FINANCIAL IMPLICATIONS

- 7.1. Consultants will charge a day rate (plus expenses and VAT) for the provision of an interim Head of Paid Service.
- 7.2. Additional costs may be incurred as a result of the recruitment process.

8. BACKGROUND PAPERS

- 8.1. N/A.

MANAGING DIRECTOR JOB DESCRIPTION

Job purpose

Act as the Council's Head of Paid Service, principal policy advisor and change agent. Ensure the effective strategic and operational management of the Council, to deliver the aims, objectives and targets of the Cabinet and Council

Strategic responsibilities

To advise and support the decision-making processes of the Leader and Cabinet in the formulation, monitoring and review of customer-focused, deliverable objectives, strategy and policy. Supporting all councillors to undertake their duties.

To ensure that clear, strategic objectives are set, monitored and achieved and that these reflect the policy direction and priorities defined by the Council.

To work with Members in a dynamic and collaborative way to ensure the Administration's approach is embedded in service delivery and is supported by changes in the organisation's culture and structure.

To work with Members to lead and develop effective local partnerships and relationships with regional and national agencies to influence views and decisions for Reading's benefit.

To promote the Council's commitment to valuing diversity and equal opportunities, ensuring the implementation of effective social inclusion, community involvement and community safety policies.

To promote and deliver an organisational culture that is community and customer-focused, decisive and accountable and an environment which is open and honest and treats people with dignity and respect.

To develop an effective and strong working relationship with the Council Leader which benefits Reading, its residents and communities.

To ensure that service delivery is supported by a comprehensive performance management system that tracks the implementation of corporate priorities and objectives.

To develop and promote a sustained performance culture that permeates the entire organisation, connecting values and vision to action, providing accountability, and generating a framework to develop and grow employees.

To provide a framework within which councillors and communities can challenge service provision, ensuring that effective and efficient services are delivered through maximising involvement and resources, incorporating best practice and utilising new technology and innovation in new ways of working.

To provide strong leadership for the Council's employees, emphasising council values, performance and responsibility.

To take overall responsibility for the Council's resources ensuring that they are deployed and controlled effectively to meet the Council's objectives and priorities.

To work with the Corporate Management Team and Members to ensure effective corporate governance of the Council, probity and integrity of decision making and compliance with relevant legal requirements.

To promote partnership with key stakeholders for the good of Reading as a whole.

PERSON SPECIFICATION

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Qualified to degree level or equivalent experience • Management qualification and /or evidence of relevant continuing professional development
Knowledge	<ul style="list-style-type: none"> • Understanding of the wider social and economic environment within Reading • Significant awareness of the challenges and opportunities facing public sector organisations. • Understanding of the political and democratic infrastructure for local government. • A strong understanding and commitment to the principles and ethos of Reading council.
Skills	<ul style="list-style-type: none"> • Ability to use high level interpersonal and diplomacy skills effectively to work collaboratively and to communicate clearly and concisely. • Ability to inspire, lead and motivate staff at all levels, including during periods of substantial change and to achieve a high performance culture while maintaining morale • Strong influencing, negotiation and innovative problem-solving skills • Ability to manage strategic change and promote clarity about organisational priorities. • Ability to assess, understand and manage the political pressures and demands upon the organisation. • Ability to determine resources required and deployment of these. • Highest level strategic thinking, analytical skills and with the ability to exercise sound judgment in seeking creative and innovative solutions to complex problems. • Ability to deal assertively with conflict and unacceptable performance • Ability to identify and manage risk, exploit opportunities and provide solutions to problems and challenges. • Ability to give and accept appropriate challenge.
Experience	<ul style="list-style-type: none"> • Proven experience of providing effective and innovative leadership to senior management. • Significant experience of working within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve corporate and service objectives. • Significant experience and achievement at senior manager/board level in a large and complex environment. • Proven track record of successfully delivering major service improvements and cultural and organisational change. • Experience of successful complex resource management • Proven experience of facilitating effective partnership working with a wide range of bodies from public, private and voluntary sectors to achieve corporate and service objectives. • Experience of and commitment to community involvement.
Personal style and Behaviours	<ul style="list-style-type: none"> • Ability to demonstrate open, honest and fair behaviour in all dealings with citizens, service users, elected members, colleagues and partners showing integrity • Demonstrate creativity, initiative, diplomacy, resourcefulness and

Criteria	Standard
	<p data-bbox="456 170 1177 203">resilience in a demanding and fast-paced environment</p> <ul data-bbox="408 215 1469 443" style="list-style-type: none"><li data-bbox="408 215 1469 282">• Personal commitment to equality of opportunity, respect, probity and integrity.<li data-bbox="408 293 1469 360">• A commitment to and respect for equalities, local democracy, community engagement and partnership working.<li data-bbox="408 371 1469 439">• Demonstrate decisiveness in decision making and the courage to make the right decision and give the right advice to members