

Report Title:	Appointment of Managing Director and Head of Paid Service
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Dudley, Leader of the Council
Meeting and Date:	Council, 30 March 2017
Responsible Officer(s):	Russell O'Keefe, Strategic Director of Corporate and Community Services
Wards affected:	All

REPORT SUMMARY

The report requests approval to appoint Alison Alexander as the Council's permanent Managing Director and Head of Paid Service.

1. DETAILS OF RECOMMENDATION(S)

1.1 RECOMMENDATION: That Council notes the report and appoints:

- i) **Alison Alexander as the Council's permanent Managing Director and Head of Paid Service.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 On the 14 March Employment Panel approved a new proposed senior leadership structure for the Council effective from April 2017. They agreed to recommend the appointment of Alison Alexander as the permanent Managing Director and Head of Paid Service to Full Council.
- 2.2 Under the new structure the Managing Director would be responsible for the:
 - Statutory functions of Head of Paid Service and Director of Adult Services
 - Two Executive Directors and Strategy and Commissioning, Communications, Law and Governance and HR.
- 2.3 Employment Panel also agreed a salary band for the Managing Director of £120,000 – £145,000 per annum and a salary for Alison Alexander of £137,000 per annum.
- 2.4 The Managing Director will also hold the function of Returning Officer. The Returning Officer is the person who has overall responsibility for the conduct of any elections held within the Royal Borough. The Returning Officer is eligible for fees linked to duties undertaken for running national, european or local elections/referenda. These fees are determined by the number of electors registered in the borough/parliamentary constituency and are determined by a formula operated by the Government for determining fees to all Returning

Officers across the country. For example the Council's Returning Officer received a fee of £4,572 for the EU referendum, £6,562 for the last local elections and £885 for the parish elections, although these fees were also used by them to pay their deputies.

Statutory role of Head of Paid Service

- 2.5 Section 4 of the Local Government & Housing Act 1989 provides that it is the duty of every local authority to designate one of their officers as its Head of Paid Service.
- 2.6 It is the duty of the Head of Paid Service where he or she considers it appropriate to do so, to prepare a report to the authority setting out their proposals as to:
- the manner in which the discharge by the authority of their different functions is co-ordinated;
 - the number and grades of staff required by the authority for the discharge of their functions;
 - the organisation of the authority's staff;
 - the appointment and proper management of the authority's staff.

Option	Comments
To approve the appointment The recommended option.	Allows the Council to continue to meet its statutory requirements
To not approve the statutory appointment	The Council would have to appoint another person into this role
This is not a recommended option.	

3. KEY IMPLICATIONS

Table 2:

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Statutory officer appointed and commences duties.	Appointment not approved and existing arrangements continue.	3 April	N/A	N/A	3 April

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no direct financial implications arising from this report.

5. LEGAL IMPLICATIONS

- 5.1 The council has a statutory duty under Section 4 Local Government and Housing Act 1989 to designate one of its officers as the head of paid service.
- 5.2 Under the Local Authorities (Standing Orders) Regulations 1193 (SI No. 202) in relation to the appointment of the Head of Paid Service, all Executive members of the Council must be given an opportunity to object to the proposed recommendation for the appointment. This has been undertaken and no objections have been received.

6. RISK MANAGEMENT

Risks	Uncontrolled Risk	Controls	Controlled Risk
The proposals contained in this report do not deliver the expected improvements	Missed opportunity to improve service delivery	Managed implementation of the change to ensure benefits are realised.	Low

7. POTENTIAL IMPACTS

- 7.1 The changes will achieve a fit for purpose structure that meets the needs of the Council.

8. CONSULTATION

- 8.1 The proposals and appointment were agreed by Employment Panel.

9. TIMETABLE FOR IMPLEMENTATION

Date	Details
Alison Alexander becomes the permanent Managing Director and Head of Paid Service	Immediately

10. APPENDICES

- 10.1 N/A

11. BACKGROUND DOCUMENTS

- 11.1 Future Senior Management Structure Report to Employment Panel 14 March 2017 (Part I report with Part II appendices – **Not for publication by virtue of**

Paragraphs 3 and 4 of Part I of Schedule 12A of the Local Government Act 1972)

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Comment ed & returned
Councillor Dudley	Leader of the Council		
Councillor Targowska	Principle Member for HR and Legal		
Russell O'Keefe	Strategic Director of Corporate and Community Services		
Andy Jeffs	Interim Strategic Director		
Robb Stubbs	Section 151 Officer		
Terry Baldwin	Head of HR		