

Report Title:	Appointment of Managing Director and Head of Paid Service
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Cllr Targowska, Lead Member for HR, Legal and IT
Meeting and Date:	Full Council 28 January 2019
Responsible Officer(s):	Nikki Craig, Head of HR and Corporate Projects
Wards affected:	All

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REPORT SUMMARY

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

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council notes the report and approves the recommendation from Employment and Member Standards Panel that:

- i) **Duncan Sharkey be appointed to the permanent position of Managing Director and Head of Paid Service.**
- ii) **The appointment to commence from February 2019.**
- iii) **The appointment at a salary of £149,000 per annum, within the Managing Director salary band of £122,400 - £149,083.**

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

- 2.1 The Council must appoint a Head of Paid Service in accordance with the Local Government Act and the Council's Constitution. At the meeting of Employment and Member Standards Panel on 13 August 2018 it was agreed that external recruitment consultants would be engaged to carry out an executive search and test potential candidates. Subsequently Solace were appointed to undertake this exercise.
- 2.2 The post was advertised nationally and between this source and the executive search, 39 applications were submitted. 11 applicants were long listed for assessment by a technical assessor although one withdrew at this stage in the process due to securing an alternative role. This assessment involved an extensive interview by an experienced former Chief Executive of a London Borough and a Solace representative, based around a number of key themes.
- 2.3 Thereafter five candidates were shortlisted and invited to an assessment day on Monday 17 December 2018, although one withdrew at this stage with four candidates taking part in the following activities:

- Online Psychometric tests
- External Stakeholders Panel
- Written Briefing Exercise
- One to one meeting with the Leader and Deputy Leader
- Watson Glaser Critical Thinking Exercise

- 2.4 Following the outcome of the assessment day, two candidates participated in a formal panel selection interview on Tuesday 18 December 2018. The panel comprised Councillor Dudley, Councillor Bicknell, Councillor Targowska (Chair of Employment and Member Standards Panel), Councillor Coppinger, Councillor Carroll, Councillor N Airey with Nikki Craig, Head of HR and Corporate Projects and Terry McDougall from Solace.
- 2.5 The recommendation of the panel was to appoint Duncan Sharkey. This was subsequently considered by Employment and Member Standards Panel on 20 December 2018 who confirmed support for the appointment and therefore now make this recommendation to Council for approval. Duncan's appointment will be on a salary of £149,000 per annum which is within the Managing Director pay band. Existing agreed acting up arrangements will continue until Duncan starts in the position.
- 2.6 Part 8B paragraph 3b of the Council's constitution confirms that 'The full Council may only make or approve the appointment of the Head of Paid Service where no substantial and justified objection has been made to the appointment by any Member of the Cabinet'. Cabinet have been informed of the recommendation from Employment and Member Standards Panel to appoint Duncan Sharkey and no such objections have been received.

Options:

Table 1: Options arising from this report

Option	Comments
Support the recommendation of the Employment and Member Standards Panel to appoint Duncan Sharkey as Managing Director and Head of Paid Service. This is the recommended option	Approves the recommendation of Employment and Member Standards Panel.
Do not support the recommendation of the Employment and Member Standards Panel to appoint Duncan Sharkey as Managing Director and Head of Paid Service. This is not recommended	Would delay the appointment of a new permanent Managing Director with the potential of further recruitment costs being incurred. Detrimental impact on the reputation of the council and breach of faith with the successful applicant.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Appointment to the post of Managing Director and Head of Paid Service	Vacancy not filled	Vacancy filled	n/a	n/a	February 2019

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 The post costs are accounted for in the approved revenue budget.

5. LEGAL IMPLICATIONS

5.1 Section 4 of the Local Government and 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.

5.2 The Council is required to ensure that its recruitment and selection practices are compliant with equal opportunities legislation and our own policies. In accordance with Section 7 of the Local Authority & Housing Act 1989, all local authority staff must be appointed on merit.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Appointing outside of the Pay Band	May lead to equal pay issues. LOW	Maintain appointment within assessed salary band.	Equal pay issues minimised. LOW

7. POTENTIAL IMPACTS

7.1 This appointment will ensure that the council continues to fulfil its statutory responsibilities and delivers against strategic objectives.

8. CONSULTATION

8.1 The summary views of Councillors, senior managers and all those involved in the recruitment process have been considered by the Employment and Member Standards Panel.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Duncan will start in the position in February 2019.

10. APPENDICES

None

11. BACKGROUND DOCUMENTS

11.1 None.

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Dudley	Leader of the Council	16/01/19	17/01/19
Cllr Targowska	Lead Member for HR, Legal and IT	16/01/19	17/01/19
Rob Stubbs	Section 151 Officer	16/01/19	17/01/19
Louisa Dean	Communications	16/01/19	16/01/19
Elaine Browne	Interim Head of Law and Governance	16/01/19	18/01/19

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Non-key decision	No	No
Report Author: Nikki Craig, Head of HR and Corporate Projects		