

COUNCIL – 10 DECEMBER 2019

PART I - DELEGATED

3. APPOINTMENT OF CHIEF EXECUTIVE OFFICER AND HEAD OF PAID SERVICE (CED)

1 Summary

1.1 Appointment of Chief Executive Officer and Head of Paid Service.

1.1.1 Following the departure of the previous Chief Executive Officer, Dr Steven Halls, and appointment of an interim Chief Executive Officer, David Hill, a recruitment process was undertaken with support from Gatenby Sanderson as recruitment partner. As a result of this search process eight candidates were put forward for long listing and then, following a technical assessment of the candidates, five candidates were put forward for the formal process.

1.2 *Formal Process*

1.2.1 The Appointments Panel is made up of seven members as follows:

4 Liberal Democrats

2 Conservative

1 Labour

The actual membership of the panel is confirmed by the relevant Leader for the political group.

An Appointments Panel meeting was held on 4 December to consider the five candidates submitted and as a result Joanne Wagstaffe, currently Director of Finance for Three Rivers District Council and Watford Borough Council, is recommended for appointment.

2 Details

2.1 The position of Head of Paid Service is a statutory appointment under the Local Government and Housing Act 1989. The Head of Paid Service is responsible for the organisation, appointment, and proper management, of the Council's staff. It is therefore essential to ensure the role of Head of Paid Service is filled on a permanent basis to ensure Three Rivers District Council complies with its statutory responsibilities. The Council has the option to appoint as CEO in addition to Head of Paid Service, but is not legally obliged to do so. The references to CEO following are to the combined role of CEO and Head of Paid Service.

2.2 A search process for a CEO was undertaken with Gatenby Sanderson resulting in five candidates being put forward to the Appointments Panel for consideration. The Appointments Panel, at its meeting on 4 December confirmed that Joanne Wagstaffe should be offered the role of CEO for Three Rivers District Council, with a remuneration of £125,000 per annum. Following approval from Council, negotiations will commence regarding an agreed start date for Joanne Wagstaffe to commence as CEO.

2.3 In the interim period and until the new permanent CEO commences employment, David Hill will continue as interim CEO for Three Rivers District Council.

3 Options and Reasons for Recommendations

3.1 The recommended option is to appoint a permanent CEO to ensure the organisation, appointment, and proper management, of the Council's staff. It is also being recommended that the post of CEO holds the role of the Council's Electoral Registration Officer and Returning Officer.

4 Policy/Budget Reference and Implications

4.1 The recommendations in this report are within the Council's agreed policy and budgets.

5 Financial, Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

5.1 None specific.

6 Financial Implications

6.1 The current budget is £169,000 which includes basic salary plus on-costs of approximately 30%.

7 Legal Implications

7.1 As set out within the body of the report. The appointment of Head of Paid Service is a Council appointment by virtue of the Local Authorities (Standing Orders) (England) Regulations 2001

8 Equal Opportunities Implications

8.1 Relevance Test

Has a relevance test been completed for Equality Impact?	No – the requirement is for a CEO to replace an existing post
Did the relevance test conclude a full impact assessment was required?	N/a

8.2 Impact Assessment

No Impact Assessment required.

9 Staffing Implications

9.1 A permanent CEO and Head of Paid Service will fulfil the Council's statutory requirement to ensure the organisation, appointment, and proper management, of the Council's staff.

10 Environmental, Community Safety, Public Health, Customer Services Centre and Communications and Website Implications.

10.1 None specific.

11 Risk and Health & Safety Implications

- 11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 11.2 The subject of this report is covered by the Council's corporate plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Appointment of Head of Paid Service cannot be made	Three Rivers DC does not fulfil its statutory obligations	Internal arrangements will be put in place to cover the requirements of the Head of Paid Service	Treat	4

- 11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
	Low	Low	Medium	High
	2	4	6	8
	Low	Low	Low	Low
	1	2	3	4
	Impact			
	Low	----->		Unacceptable

Impact Score

Likelihood Score

4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

11.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

12 Recommendation

12.1 That Joanne Wagstaffe is appointed as Head of Paid Service and Chief Executive Officer for Three Rivers District Council and is remunerated at a rate of £125,000 per annum

12.2 That Joanne Wagstaffe is appointed as Returning Officer and Electoral Registration Officer for the Council commencing from her start date.

12.3 That the Head of Human Resources be given delegated authority to take any further action necessary to give effect to the contents of this report and these recommendations

Report prepared by: Terry Baldwin, Group Head of Human Resources

Data Quality

Data sources:

Good

Data checked by:

Terry Baldwin Group Head of HR

Data rating:

1	Poor	
2	Sufficient	
3	High	

Background Papers

None

APPENDICES / ATTACHMENTS

None