

Meeting of the City Council

16 May 2018

Report title	Recruitment of Head of Paid Service	
Referring body	Not Applicable	
Councillor to present report	Councillor Roger Lawrence, Leader of the Council	
Wards affected	All	
Cabinet member with lead responsibility	Councillor Roger Lawrence, Leader of the Council	
Accountable director	Keith Ireland, Managing Director	
Originating service	Corporate Directorate	
Accountable employee(s)	Keith Ireland Tel Email	Managing Director 01902 554500 keith.ireland@wolverhampton.gov.uk
Report to be/has been considered by	Not Applicable	

Recommendation(s) for decision:

The Council is recommended to give delegated authority to the Leader of the Council, in consultation with the Head of Human Resources to:

1. Approve that the post of Head of Paid Service, currently designated Managing Director, is advertised in such a way as to bring it to the attention of persons qualified to apply for it, following the resignation of the current post holder.
2. Determine the Job title (e.g. Managing Director or Chief Executive) after receiving advice from Penna, the Recruitment Agency supporting the process.
3. Approve the creation and composition of a Special Appointments Committee to appoint the Head of Paid Service, on a politically balanced basis, in accordance with the Constitution.
4. To make any necessary Interim arrangements, as required, whilst the recruitment and selection process for the permanent appointment is undertaken.

1.0 Purpose

- 1.1 To request delegated authority to the Leader of the Council, in consultation with the Head of Human Resources, to approve all aspects of the recruitment and selection process and create a Special Appointments Committee, to appoint the Head of Paid Service (currently designated Managing Director).
- 1.2 To seek delegation to the Leader of the Council in consultation with the Head of Human Resources, to make any interim arrangements as necessary until the new Head of Paid Service is in post (following Council approval).

2.0 Background

- 2.1 The current Head of Paid Service/Managing Director has signalled his intention to resign from his role as Managing Director.
- 2.2 The Constitution states that 'The Council' will appoint the Head of Paid Service following the recommendation of a Special Appointments Committee.
- 2.3 The Special Appointments Committee will be established on a politically balanced basis and will usually comprise the Leader of the Council and the Deputy Leader of the Council, any appropriate Cabinet Member, the Cabinet Member with lead responsibility for Human Resources and the Leader and Deputy Leader of the Opposition.
- 2.4 The Constitution states that any Special Appointments Committee will have completed unconscious bias training.
- 2.5 Full Council meets again on 18 July 2018. With delegated authority to the Leader of the Council to establish the Special Appointments Committee, this will assist in alleviating any unnecessary delays as it is hoped that a recommendation to appoint will be presented to Council on 18 July 2018.

3.0 Financial implications

- 3.1 Potential internal arrangements to cover the Managing Director's role will result in savings of around £18,000 per month compared to appointing an interim Head of Paid Service.
- 3.2 The overall budget for the recruitment process will be £60,000 but this will be covered by salary savings. Internal arrangements will avoid any costs of interim support.
- 3.3 The micro site and advertisement designs will be absorbed inhouse and any potential savings from not appointing an interim Head of Paid Service will more than exceed the costs associated with advertising and the whole recruitment and selection process.

4.0 Legal implications

- 4.1 The Council is required as a matter of law, Section 4 of the Local Government and Housing Act 1989, to have three Statutory Officers, a Head of Paid Service, a Monitoring Officer and a Section 151 Officer.

[RB/16052018/F]

5.0 Equalities implications

- 5.1 The recruitment agency has been asked to provide as diverse a field as possible during their search.
- 5.2 The Special Appointments Committee will have completed unconscious bias training.

6.0 Environmental implications

- 6.1 There are no environmental implications as a result of these proposals.

7.0 Human resources implications

- 7.1 The appointment will be made in accordance with City of Wolverhampton's Constitution and recruitment procedures.

8.0 Corporate landlord implications

- 8.1 There are no corporate landlord implications as a result of these proposals.