

Annual Meeting of the Council – 31 May 2023

Arrangements for the Appointment of an Interim Head of Paid Service and Chief Executive Officer

This appendix provides additional background information for members and updates the recommendations.

Further detail on remuneration

The two directors will take on full shared responsibility for the role of Interim Head of Paid Service and Chief Executive Officer. Given their other management responsibilities it is not possible for them to specify which days they would carry out this role and they will both share the full accountability and personal risk that goes with the role when they are making individual or joint decisions.

Under the proposed arrangements the two directors will continue to have operational line management responsibility for their existing areas. It is not feasible to backfill their very senior roles for a short and unknown timescale. In addition to this they will also take on operational responsibility for the three Group Heads and their service areas currently managed by the Chief Executive, that is: Group Head of Organisational Excellence, Group Head of Law and Governance and Monitoring Officer, Group Head of Finance and Section 151 Officer.

In recognition of the above, the remuneration for each Director, for as long as necessary, would go up to the same level as for the current Chief Executive. As set out in paragraph 7.1 of the report the underspend on the budget for the Chief Executive for 2023/2024 will more than fully fund these costs and savings will go towards funding the cost of recruiting a new permanent Chief Executive. It is difficult to be precise as, depending on timing of the recruitment, it must be assumed that the first few month's employment costs of a new Chief Executive would also be funded within the 2023/24 budget. The current annual salary for the Chief Executive is £126,925 (plus employment costs). To give members some context it should be noted that the cost of recruiting an external interim candidate carries a substantial premium and we are advised that with agency costs this would be at least £1300 per day.

The arrangements being proposed are a pragmatic approach to an urgent short-term situation, but because of workload are not sustainable in the longer term.

Returning Officer and Electoral Registration Officer

These are statutory posts separate to the Head of Paid Service function but which the Council must appoint to. The Constitution designates the Chief Executive as both the Returning Officer and the Electoral Registration Officer, and this report seeks confirmation that the two Directors will fulfil these functions in the interim period.

Revised recommendations

- a) That Philippa Dart, Director of Environment and Communities and Karl Roberts, Director of Growth are jointly appointed as Interim Head of Paid Service and Chief Executive Officer until such time as the Council agrees alternative interim arrangements and/or a permanent replacement is in post. Should either of the individuals resign from the interim post the other one will continue until an alternative is agreed.
- b) That the remuneration for the interim post for each director will be the same as the current Chief Executive salary, that is £126,925.
- c) That the Chief Executive's Recruitment and Selection Panel and the Chief Executive's Remuneration Committee are convened once their membership has been confirmed at the Annual Council meeting on 31 May 2023, with their terms of reference as set out in the Constitution.
- d) That Philippa Dart, Director of Environment and Communities and Karl Roberts, Director of Growth, are jointly appointed as Returning Officer and Electoral Registration Officer until such time as the Council agrees alternative interim arrangements and/or a permanent replacement is in post. Should either of the individuals resign from the interim post the other one will continue until an alternative is agreed.