

REPORT TO	ON
Council	24 <sup>th</sup> May 2017

Jan 2017



TITLE	AUTHOR	Agenda item No.
APPOINTMENT OF CHIEF EXECUTIVE	Catherine Brannigan	13

## 1. PURPOSE OF THE REPORT

To recommend to Council, the appointment of Heather McManus RICS, as Chief Executive who will fulfil the roles of Head of the Paid Service, Electoral Registration Officer and Returning Officer for South Ribble Borough Council.

## 2. RECOMMENDATIONS

The Appointment & Employment Panel recommends that Council

2.1 Approves the appointment of Heather McManus RICS as Chief Executive and Head of Paid Service, Electoral Registration Officer and Returning Officer for South Ribble Borough Council.

2.2 Notes that a provisional offer of employment has been made, subject to medical clearance and eligibility checks in accordance with the Council's policies.

2.3 Agrees that the appointment commence on a date to be mutually agreed, and within the salary scale £97,930 to £115,650, and that there will be no other remuneration offered with the appointment, with the exception of Returning Officer fees.

2.4 Confirms that the appointment will be subject to a 6 month probation period.

## 3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, green and safe	x	Strong and healthy communities	x
Strong South Ribble in the heart of prosperous Lancashire	x	Efficient, effective and exceptional council	x

## 4. BACKGROUND TO THE REPORT

### Appointment of Chief Executive and Head of the Paid Service

4.1 The Local Government & Housing Act 1989 S (1) (a) places a duty on a local authority to designate one of its officers as Head of the Paid Service. This is one of three statutory roles, Head of the Paid Service, S151 Officer and Monitoring Officer. The roles of Head of the Paid Service and Monitoring Officer cannot be held, at the same time, by the same individual.

4.2 In July 2016, the Council's Chief Executive, Mike Nuttall, announced his intention to leave the Council in October 2016.

4.3 On the 15<sup>th</sup> September 2016, the Council gave consideration to the process of appointing a Chief Executive/Head of Paid Service. It agreed to form an Appointment & Employment Panel consisting of:

- Cllr Colin Clark, Deputy Leader of the Council,
- Cllr Paul Foster, Leader of the Labour Group
- Cllr Mick Titherington, Deputy Leader of the Labour Group
- Cllr Susan Snape, Cabinet Member for Finance
- Cllr Peter Mullineaux, Leader of the Council
- Cllr David Howarth, Leader of the Liberal Democrats

Cllr Peter Mullineaux, was elected as Chair of the Appointment & Employment Panel.

4.4 The salary scale for the role of Chief Executive is £97,930 to £115,650. The Chief Executive receives the fees associated with the duties of Returning Officer. There is no other remuneration for this role. This is in accordance with the Council's Pay Policy Statement.

4.5 Following a procurement process, Veredus were appointed to assist the Council during the recruitment process. Veredus consultants provided assistance at all stages including advertising, executive search, initial long-list assessment, assessment centre and final interviews.

4.6 A process of executive search and a national advertising campaign produced an excellent response and 19 high quality applications were received. Long-listing and short-listing assessments produced a final shortlist of 2 candidates to be interviewed.

4.7 The candidates went through a rigorous assessment process, involving tests, panel interviews with partners (including the Lancashire Constabulary, Runshaw College, Health & the HCA) panel interviews with neighbouring Chief Executives, one to one meetings with the Leader and Interim Chief Executive and also met with members of Senior Management Team.

4.8 On 23<sup>rd</sup> May 2017 the two candidates attended a formal interview with the Appointment & Employment Panel.

4.9 The Appointment & Employment Panel, having regard to assessment centre results, feedback from partner panels, and taking account of the final interview scores have recommended that Heather McManus RICS be offered the position of Chief Executive.

4.10 Heather is currently employed as an Interim Consultant at Enfield Council, providing strategic property advice for all the Council's regeneration programs and developing new service delivery models. She began her career in Local Government in 1985 and has worked at a number of Councils in the North West, most recently at Oldham MBC as Assistant Executive Director and at Cheshire East Council as the Managing Director of their property development company.

4.11 She has significant experience in leading a senior management team, contributing effectively to the corporate management of an organisation and its transformational change programmes and has a strong track record in partnership and joint working, including utilising external funding to contribute to corporate objectives.

## **Appointment of Electoral Registration Officer and Returning Officer**

4.12 All District Councils are required to appoint an officer of the Council to be Electoral Registration Officer for the purpose of the registration of parliamentary and local government electors (Section 8 [2] [a] of the Representation of the People Act 1983). Council should note that the appointment of Deputy Returning Officer for County Council elections is made by the County Returning Officer and not by this Council.

4.13 All District Councils are required to appoint an officer of the Council to be the Returning Officer for the election of district and Parish Councillors (Section 35 [1] of the Representation of the People Act 1983).

4.14 Council is requested to appoint Heather McManus as Electoral Registration Officer and Returning Officer for this Council.

### **Conclusion**

4.15 The above recommendations are made following a national recruitment campaign and robust candidate assessment and interview process. Following assessment and final interviews the Appointment & Employment Panels decision was that, subject to the approval of Full Council Heather McManus RICS should be offered the post of Chief Executive.

4.16 In accordance with the Council's Officer Employment Procedure Rules and Regulations introduced under the Local Government Act 2000, all Members of the Cabinet have been informed of the Appointment & Employment Panel's recommendation. The Leader has confirmed to the Corporate Governance Manager and the Legal Services Manager that the Cabinet has no objection to the proposed appointment.

## **5 WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION**

### **5.1 Comments of the Statutory Finance Officer**

The post of Chief Executive and Head of Paid Service is budgeted for within the Council's budgeted establishment and 2017/18 Medium Term Financial Strategy.

### **5.2 Comments of the Monitoring Officer**

Under the provisions of the Local Government and Housing Act 1989 the council must have a Head of Paid Service. This is one of the three key statutory officers – the other two being the Section 151 Officer and the Monitoring Officer. The proposal is that Heather McManus will fulfil the role of Head of Paid Service.

<b>Other implications:</b> <ul style="list-style-type: none"><li>• <b>Risk</b></li> <li>• <b>Equality/HR</b></li></ul>	Please see the legal comments above. The council must have a Head of Paid Service – this is a statutory requirement  There are no equality issues arising from this report. The whole recruitment process has been handled and will continue to be handled in a professional and transparent manner. Any appointment will be on a strictly merit basis only.
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## **6. BACKGROUND DOCUMENTS None**