

**REPORT TO:** FULL COUNCIL

**DATE:** 2 NOVEMBER 2017

**TITLE:** INTERIM GOVERNANCE ARRANGEMENTS

**AUTHOR:** COUNCILLOR JON CLEMPNER, LEADER OF THE COUNCIL

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**RECOMMENDED that:**

- A** Brian Keane, Head of Governance is designated Returning Officer, and Electoral Registration Officer, and that Jane Greer, Head of Community Wellbeing, is designated Monitoring Officer until a permanent Managing Director is in post.
- B** The Head of Governance is appointed in acting up capacity to the role of Acting Managing Director until the permanent position is filled.

**BACKGROUND**

1. At Full Council on 6 April 2017, the voluntary severance of the Chief Executive was agreed on or before 31 October 2017 as determined by the Head of Governance in consultation with the Leader of the Council.
2. It was also agreed that a new Managing Director post would be created, with an Appointment's Panel created to help oversee the recruitment process.
3. In addition, it was also agreed that if the Chief Executive's employment ended prior to the commencement of a new Managing Director, the Head of Governance would be appointed Head of Paid Service until the new Managing Director was in post.
4. Currently, the Chief Executive undertakes the statutory functions of Head of Paid Service, the Returning Officer, and the Electoral Registration Officer. The Head of Governance is the Council's designated Monitoring Officer. All four posts are statutory positions with specific functions to which the Council must appoint Officers to fulfil.

## **ISSUES/PROPOSALS**

5. Earlier in the year the Council appointed recruitment consultants to assist the Appointments Panel with finding a suitable person to undertake the Managing Director role. However, following interviews, a successful appointment was not made, resulting in the continuing vacancy of the Managing Director role. With the Chief Executive's voluntary redundancy taking effect on 31 October 2017, the Head of Governance will duly be appointed Head of Paid Service until the permanent position is filled.
6. Section 5 of the 1989 Act provides that it is the duty of every council to designate one of their officers as its Monitoring Officer. The Monitoring Officer cannot also be the council's Head of Paid Service hence the necessity to review the statutory appointments. It is therefore recommended that the Head of Community Wellbeing is appointed Monitoring Officer during the interim period.
7. The Council additionally needs to appoint a Returning Officer, and an Electoral Registration Officer, during the interim period. It is recommended that the Head of Governance is appointed to these roles.
8. As a result of the above, the Head of Governance will be undertaking a number of additional responsibilities, particularly in respect of relationships with external bodies. The job titles 'Head of Governance' and 'Head of Paid Service' are not widely used or recognised outside of local government, so it is recommended that he takes on the role of Acting Managing Director in the interim period to provide external bodies with more clarity about the nature of the role and more fully reflect the responsibilities it entails.

## **IMPLICATIONS**

### **Place (includes Sustainability)**

None specific.

Author: **Graeme Bloomer, Head of Place**

### **Finance (Includes ICT)**

None specific.

Author: **Simon Freeman, Head of Finance**

### **Housing**

None specific.

Author: **Andrew Murray, Head of Housing**

### **Community Wellbeing (includes Equalities and Social Inclusion)**

None specific.

Author: **Jane Greer, Head of Community Wellbeing**

**Governance (includes HR)**

As contained within the report.

Author: **Brian Keane, Head of Governance**

**Background Papers**

None.

**Glossary of terms/abbreviations used**

None.