

Council Report

Report of the Managing Director

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## Appointment of Deputy Managing Director

### Executive Summary

On 28 June 2017, the Employment Committee conducted interviews for the appointment of a Deputy Managing Director on a two-year fixed-term contract.

Candidates were limited to current Directors with at least one year's experience as a Director at the Council.

Following the interviews, the Employment Committee agreed the recommendation to Council set out below.

### Recommendation to Council:

- (1) That, subject to no material or well-founded objection being made by the Leader on behalf of the Executive, Steve White, Director of Resources, be appointed as Deputy Managing Director for a fixed term of two years.
- (2) That the Employment Committee be authorised to appoint to the post of Deputy Managing Director in the future and that the Committee's terms of reference and Officer Employment Procedure Rules be amended accordingly.

### Reasons for Recommendation:

- To appoint a Deputy Managing Director
- To ensure that recruitment to the post of Deputy Managing Director is undertaken as expeditiously as possible in future

### 1. Purpose of report

1.1 To seek the Council's approval:

- (a) to make a formal appointment of a Deputy Managing Director for a two-year fixed term, subject to compliance with the statutory notification procedures referred to in paragraph 4.3 below; and

(b) to delegate authority to the Employment Committee to appoint to the post of Deputy Managing Director in the future.

## 2. Strategic Framework

2.1 The Managing Director is responsible for ensuring the delivery of the Council's corporate priorities to further the Council's mission to provide a forward looking, efficiently run Council, working in partnership with others and providing first class services that give our society value for money, now and for the future. The Deputy will assume this responsibility in the absence of the Managing Director.

## 3. Background

3.1 The Council appointed its first Deputy Managing Director in September 2015 for an initial period of 12 months. Thereafter, the Council agreed in October 2016 to appoint a Deputy Managing Director on an interim basis pending the appointment of a new Managing Director/Head of Paid Services. That (Deputy) appointment terminated on 31 May 2017, when James Whiteman formally took up the Managing Director/Head of Paid Service posts.

3.2 The Managing Director, in consultation with the Leader of the Council, agreed that candidates for appointment as Deputy Managing Director should be limited to current Directors with at least one year's experience as a Director at the Council. At its meeting on 28 June 2017, the Employment Committee interviewed two candidates.

3.3 The process for the appointment of a new Deputy Managing Director involved candidates making a 10-minute presentation to the Committee on a relevant, topical matter, followed by a formal interview. This time, the candidates were asked to make a presentation on the following:

*"The Council has a number of challenges over the next few years. The budgetary pressures will require consideration of new ways of working and redesigning our services.*

*Please outline, using relevant examples specific to you, how you have managed and led on change throughout your career.*

*Please highlight how the examples you use resulted in savings, efficiencies and service improvements.*

*Please do focus on your specific role and highlight how you managed out any barriers and resistance to this change".*

3.4 The responsibilities of the Deputy Managing Director post are set out in the job description attached as **Appendix 1**.

3.5 Following the interviews, the Employment Committee has recommended that Steve White, Director of Resources, be appointed as Deputy Managing Director for a fixed-term of two-years.

#### **4. Legal Implications**

- 4.1 The post of Deputy Managing Director is a 'non statutory chief officer' under the terms of the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended). This means that responsibility for discharging the function of appointment of an officer as Deputy Managing Director may be delegated to a committee of the Council, provided that at least one member of the Executive is a member of any such committee. Accordingly, delegated authority is sought for the Employment Committee to make such appointments in the future. This will require appropriate amendments to be made to the Committee's terms of reference and Officer Employment Procedure Rules (OEPRs).
- 4.2 There is no statutory requirement for a council to appoint a deputy to its most senior officer. However, the procedure for making such appointments must comply in all respects with current Regulations<sup>1</sup>, our OEPRs, approved HR policies and the Pay Policy Statement. The Council is required to have a Head of Paid Service under Section 4 of the Local Government and Housing Act 1989, and that role is undertaken by the Managing Director. The Deputy Managing Director will also undertake the Head of Paid Service role in the absence of the Managing Director.
- 4.3 The appointment of Deputy Managing Director is currently determined by full Council on the recommendation of the Employment Committee. The Regulations require that a formal offer of appointment must not be made by the appointor (which, in this case, is full Council), until:
- (a) the appointor has notified the proper officer (the Managing Director) of the name of the person to whom the appointor wishes to make the offer;
  - (b) the proper officer has notified all members of the Executive of the name of the person to whom the appointor wishes to make the offer and the period of time within which any objection to the making of the offer is to be made by the Leader on behalf of the Executive to the proper officer; and
  - (c) either:
    - (i) the Leader has, within the period specified, notified the appointor that neither he nor any other member of the Executive has any objection to the making of the offer;
    - (ii) the proper officer has notified the appointor that no objection was received by him within that period from the Leader; or
    - (iii) the appointor is satisfied that any objection received from the Leader within that period is not material or is not well-founded.

#### **5. Financial implications**

- 5.1 The 2017-18 estimates include an allowance of £10,000 for the role of Deputy Managing Director in addition to the normal employee costs of the Council's

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<sup>1</sup> Part II of Schedule 1 of The Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

Officer Management Team. There are no additional financial implications beyond those already budgeted for.

**6. Human Resource Implications**

- 6.1 An appointment to the post of Deputy Managing Director must be made in compliance with Regulations, the Council's OEPRs, approved HR Policies, and Pay Policy Statement.

**7. Background Papers**

None

**8. Appendices**

Appendix 1: Job Description (Deputy Managing Director)