



Staffing Matters & Urgency Committee**20 January 2020**

Report of the Head of Human Resources

Interim cover for the Chief Executive**Summary**

1. Further to the original decision Staffing Matters and Urgency Committee made in August and further consideration in October 2019, this report provides an update and recommendations on the continued provision to cover the Head of Paid service duties in the ongoing absence of the Chief Executive.
2. It was agreed to review this arrangement in January if the Chief Executive had not returned to work.

Background

3. The Chief Executive remains unwell to attend work, however the Council need to continue to carry out its full functions and the Chief Executive role is key, as Head of Paid Service, in ensuring the delivery of the council's functions and in moving the council forward.
4. There is currently no known end date for the absence. The interim arrangements, as agreed in October, were on the basis that the Chief Executive remained off work, however if she returned to work then the interim arrangements, as agreed, would cease with immediate effect.
5. It was agreed in October that the Deputy Chief Executive will continue as the Interim Head of Paid Service and that the Deputy Statutory Section 151 Officer is assigned as the Statutory Section 151 Officer.
6. The cost of this arrangement, as detailed in the paper in October is an additional £2,408 per month for the Chief Executive and an additional £690 per month for the officer acting as the Section 151 Officer.
7. No further options have been considered at this time. The options presented in both August and October therefore remain unchanged.

Options and Analysis for interim cover

Option 1

8. To continue on the current arrangements. Leaving the Deputy Chief Executive as Interim Head of Paid Service and the Deputy Section 151 Officer as Section 151 Officer. The cost per month of this arrangement is £3,098.

Option 2

9. In the original paper, in August, option 2 was for the DCEX to act as interim Head of Paid service but consideration could be given to increase the Chief Officer establishment on a temporary basis to have an AD for Finance incorporating the Section 151 duties.
10. This will require approval at Council as there is an increase in the establishment of Chief Officers, even if temporarily, and there would need to be an internal recruitment process which will take time.
11. The cost of this option would be :
 - £2,408 per month for the DCEX and then a cost of an AD post,
 - Additional cost from grade 12 to AD estimated at £1,531 per month
 - Backfill would be required within Finance estimated for the purpose of this report at a grade 10. £3,392 per month.
12. We would need to recruit internally for the AD position if approved.
13. However it should be noted that the interim arrangements, as detailed in option 1 are working satisfactorily at the moment.

Option 3

14. To advertise and recruit for an Interim Chief Executive on an initial 3 month contract, with the flexibility to extend.
15. This would retain the DCEX in his current role.
16. However to recruit for this is likely to take at least two months until someone is in post. There would be the cost of advertising and interviewing, estimated at around £5,000.
17. As it is an interim arrangement the cost per day is estimated at £1,000 including expenses. This on average per month based on 21 working days would cost the authority £21,000.

18. The committee should note that the Chief Executives absence is reviewed on a monthly basis and therefore she may be fit to return to work at any point in the future and therefore careful consideration should be given as to whether it is appropriate to commit to any longer term interim provision at this time.

Consultation

19. Trade Unions were consulted on the current interim provision and were supportive of the need for interim provision. Staff indirectly affected through the interim arrangements have been supportive of the approach taken to date.

Council Plan

20. Making an appointment to this post will contribute to delivering the Council Plan and its priorities.

Implications

21. The following implications have been considered:
 - **Financial** – The cost of each option is detailed above.
 - **Human Resources (HR)** – Temporary changes to contracts will be needed in options 1 and 2, therefore the necessary process will be followed. Option 2 would require recruitment to the post.
 - **Equalities** - There are no equalities implications.
 - **Legal** – Internal appointments into statutory positions can be done without the need for an appointments sub-committee and can be sanctioned by SMU. There is no requirement to go through to full council.
 - **Crime and Disorder** – There are not crime and disorder implications.
 - **Information Technology (IT)** – There are no IT implications.
 - **Property** – There are no property implications.
 - **Other** – There are no other implications.

Risk Management

22. The interim arrangements mitigate the risk to the Authority of not separating out the statutory functions of the Section 151 and Head of Paid

Service which could impact upon the effective delivery of services to the residents of York.

Recommendations

23. It is recommended that SMU:

- (i) Agree to option 1 and continue with the current interim arrangements.
- (ii) To agree to continue to pay the additional supplements for Interim Head of Paid Service and Section 151 Officer as detailed in option 1.
- (iii) To note that all interim arrangements would cease with immediate effect upon the return of the Chief Executive.
- (iv) To review the interim arrangements in April if the Chief Executive remains absent.

Reason: To provide suitable cover in the absence of the Chief Executive.

Contact Details

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**Report
Approved**



Date 7/01/2020

Wards Affected:

All



For further information please contact the author of the report

Abbreviations

AD – Assistant Director

DCEX – Deputy Chief Executive

SMU - Staffing Matters & Urgency Committee