

**Report of the Director of Resources**

***TEMPORARY MANAGEMENT ARRANGEMENTS IN RESOURCES  
DIRECTORATE***

**Summary**

1. This report sets out, for Members' approval, temporary management arrangements in Resources to cover the period of time the Director of Resources is Acting Chief Executive and Head of Paid Service. It is being brought to an Urgency Committee because of time constraints, there being no other appropriate scheduled meetings at which Members' approval for these arrangements may be obtained during the summer break.

**Background**

2. The present Chief Executive has resigned from his post and will leave the Council on 20<sup>th</sup> August 2007; however, because of his outstanding annual leave entitlement, his last day at work was 27<sup>th</sup> July 2007. The Director of Resources, who is also Deputy Chief Executive, has been Acting Chief Executive and Head of Paid Service from Saturday July 28<sup>th</sup> July 2007 until the newly appointed Chief Executive assumes his responsibilities in early October.

**Consultation**

3. The Head of Legal and Democratic Services has been consulted regarding:
  - the appointment of officers to temporarily assume the Proper Officers responsibilities of Section 151 Officer and Proper Officer for the Registration Service
  - the process to appoint a temporary Director of Resources.

The Acting Head of Human Resources has been consulted regarding the process to appoint a temporary Director of Resources.

## **Acting Chief Executive**

4. As the Chief Executive also acts as the Council's Electoral Registration Officer & Returning Officer, the Acting Chief Executive will assume these responsibilities during this interim period; should it become necessary to do so.

## **Temporary Director of Resources**

5. The acting Chief Executive has set up an appointment panel consisting of 3 Directors to appoint a temporary Director of Resources. This panel will appoint one of the Assistant Directors from within Resources on August 9<sup>th</sup> to cover the following functions:
  - Member of Corporate Management Team (CMT)
  - Chair of Resources Management Team (RMT)
  - Lead Officer for Corporate Services EMAP
  - Resources Officer for Executive, Shadow and Council Meetings
  - Main point of contact for the Directorate
  - Line management of the Directorate Business Support Officer and Director's PA
  - Other ad hoc duties associated with the post

It is intended to allocate other temporary responsibilities for various parts of the Director's job across the membership of RMT. This will include responsibilities for such things as the budget process in Resources.

## **Section 151 Officer**

6. The Director of Resources is designated as the Council's Chief Financial Officer under Section 151 of the Local Government Act 1972. Article 13, paragraph 7vi of the Constitution does allow for the Head of Paid Service to also hold the post of Chief Finance Officer if a qualified Accountant. The post of Chief Financial Officer carries statutory responsibility for the proper administration for the Council's financial affairs, has the final say on all accounting matters and has certain rights to formally advise members and require Councillors to address budget deficits and overspends etc. It is proposed that it would be better if another officer best fulfills the Section 151 function during the period when the Director of Resources is Head of Paid Service and until October 14<sup>th</sup> due to the Director of Resources taking some leave once he has finished acting as Chief Executive. It is proposed that Peter Steed (Head of Financial Services) and currently Deputy 151 officer is given this responsibility. It is proposed that Liz Ackroyd will take on the Deputy Section 151 officer role for the same period. Both roles are to commence on Peter and Liz's return from leave later in August.

## **Proper Officer in respect of the Registration Service**

7. It is noted in the Constitution (Part 3, Schedule 3, Officers' Delegation Scheme, Section – Corporate Directors) that the Director of Resources is responsible for

the Council's Statutory Proper Officer function in respect of the Registration Service. However, this function forms part of the job description of James Drury (Head of Public Services) and it is proposed that he should formally take on this responsibility on a permanent basis.

## Implications

8. Implications of these proposals have been discussed with some senior managers in Resources and with other relevant parties.
  - **Financial** - It is intended that the acting Director of Resources will receive 75% of the difference between the upper end of the assistant Directors pay scale and the lower end of the Directors pay scale. Some other responsibility payments will be made in order to cover other responsibilities in the department, but these will be contained within the total directors salary and it is expected that a saving of about £5k will be made during the acting up period.
  - **Human Resources (HR)** – The Acting Head of Human Resources and the Director of People and Improvement have been consulted and endorse these temporary arrangements.
  - **Equalities** – There are no known Equalities Implications.
  - **Legal** – The Head of Legal & Democratic Services has been consulted and endorses these temporary arrangements.
  - **Crime and Disorder** - There are no known Crime & Disorder implications.
  - **Information Technology (IT)** - There are no known IT&T implications.
  - **Property** - There are no known Property implications.
  - **Other** - There are no other known implications.

## Risk Management

9. Clearly given these arrangements are during the main holiday period and that they represent a significant reduction in corporate capacity and that the Head of Legal and Democratic Services and Monitoring officer is due to leave in early September there are some risks associated with this approach. However the alternatives would have been to seek to bring in external support for one of the senior posts, which given the relatively short time period was thought to be likely to be much more expensive and less effective. Given the pressures on many of the other internal departments and the learning curve involved it was not considered desirable to seek candidates from other departments within the Council.

## Recommendations

The Urgency Committee is requested to

10. Endorse the appointment of Peter Steed as Sec 151 officer from the return from his August leave until October 14<sup>th</sup>
11. Endorse the appointment of Liz Ackroyd as Deputy Sec 151 officer from the return from her August leave until October 14<sup>th</sup>.
12. Endorse the appointment of James Drury as the Council's Proper Officer for all Register Office purposes on a permanent basis.

Reason: In order to reduce the workload on the acting Chief Executive and delegate appropriate responsibilities

## Contact Details

**Author:**

**Author's name - Tricia Pearce**

**Chief Officer Responsible for the report:**

**Chief Officer's name – Simon Wiles**

**Title – Resources Business Support Manager**

**Title – Director of Resources**

**Dept Name – Resources**

Report  
Approved



Date 31/7/07

Tel No. 552911

## Specialist Implications Officer(s)

*HR Implications*

Name - Chris Tissiman  
Title - Acting Head of HR  
Tel No. -

*Legal Implications*

Name – Suzan Hemingway  
Title – Head of Legal & Democratic Services  
Tel No.

**Wards Affected:** List wards or tick box to indicate all

All

**For further information please contact the author of the report**

**Background Papers:** None

**Annexes:** None