

BRISTOL CITY COUNCIL

Human Resources Committee

28th February 2013

Report of: Graham Sims, Interim Chief Executive

Title: **Interim Arrangements following retirement of current Interim Chief Executive**

Ward: N/A

Officer Presenting Report: **Graham Sims, Interim Chief Executive/
Rachel Falla, People Business Partner**

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RECOMMENDATION

HR Committee approve a further interim arrangement on the revised City Director paperwork on a salary of £150k.

The Interim post is anticipated to run from mid March pending a recruitment campaign to appoint permanently, currently anticipated to be in July 2013.

Summary

The current Interim Chief Executive is retiring on 15th March 2013.

Expressions of interest have been requested from existing members of the Senior Leadership Team.

The significant issues in this report are:

That the Council must by law appoint a Head of Paid Service, a role which is distinct from the Executive Leadership of the Mayor. The Acting City Director will fulfil this role in the interim, pending implementation of more permanent arrangements.

1. Policy

1.1 The remit of HR Committee, in line with the Council's Pay Policy is to

review and approve Pay for 1st and 2nd tier officers. The Council's Acting Up Policy also applies.

2. Consultation

2.1 **Internal**
George Ferguson, Bristol Mayor
Party Leaders
SLT

2.2 **External**
N/A

3. Context

3.1 As indicated above, the current Interim Chief Executive is retiring. The Mayor is reviewing the leadership support he requires.

4. Proposal

4.1 To seek expressions of interest from the current Senior Leadership Team for a temporary period and on a fixed salary of £150k pending approval and recruitment to the revised role, as proposed by the Mayor.

5. Other Options Considered

5.1 None, as indicated above the Council is required by law to appoint to Head of Paid Service role which is distinct from the Executive Leadership of the Mayor.

6. Risk Assessment

6.1 A senior leader is required to be designated as Head of Paid Service.

7. Public Sector Equality Duties

7a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due

regard to the need to:

- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to -
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
 - tackle prejudice; and
 - promote understanding.

7b) An equality impact assessment is not applicable.

Legal and Resource Implications

Legal

The Council are obliged to appoint a Head of Paid Service a role that is currently held by the Chief Executive. The City Director once appointed will be the Head of Paid Service and the appointment must therefore be confirmed by full Council.

Legal advice provided by Liam Nevin, Service Director for Legal

Financial

(a) Revenue

Funding these interim arrangements can be contained within our current budgets

Financial advice provided by Claire Burston, Finance Business Partner

(b) Capital

Not Applicable

(Financial advice provided by <Insert name and job title>)

Land

Not Applicable

Personnel

This is a vacant post and the Council's policies are applicable.

Rachel Falla, People Business Partner

Appendices:

City Director Job Paperwork

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None



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BRISTOL CITY COUNCIL

CITY DIRECTOR – BRISTOL CITY COUNCIL

JOB DESCRIPTION

Bristol is at a pivotal point in its history. It is the only UK city of 10 to have voted to have a Mayor in last May's referendum and subsequently to elect an independent entrepreneurial Mayor, George Ferguson, in November, putting Bristol in the spotlight.

The City Director will be Head of Paid Service and work closely with the Mayor to help shape and deliver his vision of making Bristol the most welcoming, vibrant and caring city in the UK.

It has the strong potential to be one of the most interesting and challenging UK public service jobs.

Salary	Negotiable - attractive package (and within 1:10 ratio from top to bottom of the Council)
Responsible to	The Mayor and Bristol City Council
Responsible for	Working closely with the elected Mayor and the Council in the shaping and definition of a compelling vision for Bristol. Provide strategic leadership to the Council's workforce that ensures delivery of the vision.

Key Accountabilities

1. Support the Mayor in the development of his vision for Bristol and determine deliverable plans and business objectives.
2. Support the Council in the development and maintenance of its overall policy framework and ensure a consistent approach, where appropriate, across the Council.
3. Develop and implement the governance framework and appropriate operational policies to secure an effective and efficient organisation focused on the needs of Bristol's citizens and businesses.



4. Lead the Council's leadership team and hold them to account for the delivery of the Mayor's vision and resultant business objectives.
5. Lead and motivate the Council's workforce, promoting a progressive delivery focused culture that inspires the confidence of the Mayor, the Council, citizens, business and other stakeholders.
6. Promote innovation, flexibility and a business oriented environment securing continuous service improvement, quality service provision and value for money.
7. Work with partners and stakeholders where this is seen to be to the benefit of the Council's corporate objectives.
8. Take appropriate and timely business decisions to secure the delivery of agreed and set objectives.
9. Act as a positive ambassador for Bristol and City Council promoting and securing an excellent reputation locally, regionally and nationally.
10. Be the Council's Head of Paid Service.

Person Specification

Experience

- Proven leadership, inspiring staff, setting and ensuring delivery of exacting performance expectations. Securing employee commitment in delivering the organisation's vision and objectives.
- Substantial general management experience with regard to the development, management and optimal use of resources, ideally gained in both the public and private sector.
- Proven track record of successfully leading change for a large, complex, multi-functional organisation with reducing resources.
- Extensive experience in developing and engaging others in business strategy and organisational plans that translate a vision into reality.
- Demonstrable judgment and ability to make business led decisions, evidenced by a step change improvement in service outcomes and resources available.
- A successful track record of delivering rigorous professional challenge and advice



Person Specification

while keeping productive relationships in a dynamic political environment with multiple stakeholders.

Skills and Abilities

- Excellent interpersonal, communication, persuading and negotiation skills that will inspire the confidence of elected members, the elected Mayor, employees, citizens and other stakeholders.
- The ability to provide inspirational leadership to the workforce, motivating, empowering and developing employees to create a positive culture of innovation, transformation and delivery.
- A proven track record of leading and managing change across a multi-disciplinary and complex environment.
- The ability to maintain a strategic overview of the issues affecting the Council and provide accurate and timely advice to the Mayor and Council, keeping them informed of relevant issues.
- A well developed ability to apply long term strategic thinking to develop a vision and properly articulated delivery plans
- Good commercial awareness and business acumen establishing risk appetite and risk management;
- Good analytical skills and personal judgment with an ability to quickly diagnose underlying causes in a complex environment. Takes informed decisions anticipating, tackling and mitigating against performance issues.
- The ability to track and manage performance in a large organisation and hold employees to account for the delivery of business objectives.
- The ability to operate effectively in a political setting and develop effective relationships both within the Council and maintain them in a high pressure sometimes charged environment.
- The ability to build constructive, diplomatic, executive relationships with neighbouring authorities, local businesses, the private sector and other stakeholders for the benefit of Bristol.



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Person Specification

Personal Attributes

- High standards of probity, performance and integrity.
- Driven, focused and able to lead a top team that makes things happen at pace.
- Resilient and solution focused. Committed to optimising the benefits secured by the use of public funds.
- Innovative and creative.

Qualifications

- A recognised management or professional **qualification or** equivalent.