

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**30<sup>th</sup> NOVEMBER 2011**

**SENIOR MANAGEMENT STRUCTURE**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	-
<b>CORPORATE PLAN PRIORITY:</b>	Delivering Together, with Less
<b>CABINET MEMBER:</b>	The Leader of the Council
<b>DIRECTOR &amp; CONTACT OFFICER</b>	Ian Miller Chief Executive
<b>APPENDICES:</b>	None

**1. PURPOSE OF REPORT**

- 1.1 To agree the process to be adopted consequent on the resignation of the Director of Resources.

**2. RECOMMENDATION**

- 2.1 **The Council is asked to agree the process set out in paragraph 4.2 below.**

**3. BACKGROUND**

- 3.1 It was announced on 11<sup>th</sup> November that David Buckland has secured an appointment as Head of Resources with Stratford-on-Avon District Council. His last day of service with Wyre Forest District Council will be 29<sup>th</sup> February 2012 and he will therefore be available, as Section 151 Officer, to see through the process of the Council setting its budget and council tax for 2012-13.
- 3.2 The Appointments and Appeals Committee is a politically balanced committee with representation from all the political groups on the Council, including three of the four Group Leaders. All members receive copies of reports for the Committee. The Committee is authorised by the Council's constitution to "appoint JNC Officers", a delegation that the Council has already put in place. Article 12 of the Council's constitution names those posts and allocates statutory functions among them, although it also states that the Head of Paid Service "will determine and publicise a description of the overall divisional structure of the Council".
- 3.3 It is a legal requirement that the Council appoints a chief finance officer under section 151 of the Local Government Act 1972 and that the officer holds certain prescribed accountancy qualifications. It is the Council's constitution rather than legislation that requires the appointment of the section 151 officer to be made by full Council.

**4. KEY ISSUES**

- 4.1 There is a range of options and issues relating to future senior management structure of the Council that arise from the resignation of the Director of Resources, including the allocation of the statutory role of Section 151 Officer, titles of roles, terms and conditions attached to any new or existing posts etc. Some of these options would require consultation with serving members of staff.
- 4.2 The proposed process for dealing with these issues is as follows:
- 4.2.1 The Chief Executive will discuss the options and preferred structural solution with Group Leaders informally in December, prior to issuing a consultation paper which will be made available to all staff and councillors;
- 4.2.2 Following the consultation, the Chief Executive will finalise proposals which will be submitted to a special meeting of the Council in the New Year for approval prior to commencing recruitment. This report would also include any arrangements that need to be decided for allocating the section 151 officer role for the period after 29<sup>th</sup> February;
- 4.2.3 Open recruitment will then proceed with any appointment at director level being made by the Appointments and Appeals Committee, in line with its existing terms of reference;
- 4.2.4 If it is necessary, following the recruitment process, for the Council to take any further decisions in respect of the Section 151 Officer role at its meeting on 29<sup>th</sup> February, a report will be presented accordingly.

**5. FINANCIAL IMPLICATIONS**

- 5.1 There are no significant financial implications arising from this report.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The legal requirements are identified in this report.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 An equality assessment impact is not required as the issues relate to the process for deciding internal management issues, and do not directly affect the discharge of the council's functions

**8. RISK MANAGEMENT**

- 8.1 Given the significant challenges arising from the Council's transformation programme "Wyre Forest Forward" and the financial position, there is a need to minimise risk of uncertainty and loss of capacity by making early progress with recruitment or other processes.

**9. CONCLUSION**

9.1 The Council is invited to agree the process set out in paragraph 4.2 above.

**10. CONSULTEES**

10.1 The Leader of the Council.

10.2 Group Leaders.

**11. BACKGROUND PAPERS**

11.1 None.