

Agenda Item 10.

TITLE	Short Term Interim Chief Executive Recruitment
FOR CONSIDERATION BY	Personnel Board on 11 August 2017
WARD	None Specific
DIRECTOR	Andy Couldrick, Chief Executive

OUTCOME

The Personnel Board have agreed to appoint an interim Chief Executive to cover all the Chief Executive's responsibilities and ensure they are properly discharged. The Council needs immediate cover as Chief Executive until Personnel Board are able to interview and appoint a longer term interim.

RECOMMENDATION

That Graham Ebers is appointed as interim Chief Executive from Monday 14 August 2017 for a short term period, until the Personnel Board are able to interview and appoint a longer term interim. Graham is the Council's Deputy Chief Executive.

Background

The current Chief Executive Officer has resigned and his last date of employment is 13 August 2017. Expressions of interest have been sought both internally and externally to act as interim Chief Executive with the decision on the appointment being made by Personnel Board. Personnel Board is due to meet in August or early September to interview interim candidates but in the meantime the Council needs an acting, or short term interim, Chief Executive appointed.

Analysis of Issues

If there was a high profile incident the Council could lose direction and credibility without a clearly defined and officially appointed Chief Executive.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Nil		
Next Financial Year (Year 2)	Nil		
Following Financial Year (Year 3)	Nil		

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

List of Background Papers

None

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Appendix 1

WOKINGHAM BOROUGH COUNCIL

CHIEF EXECUTIVE JOB DESCRIPTION

JOB PURPOSE & KEY ACCOUNTABILITIES

Job Purpose

To work with the Leader of the Council and elected members to refine and implement the Council's strategic approach to delivering high quality, innovative and efficient core services in line with Council values and ambition to become a flagship authority. Lead and direct a diverse and complex organisation, providing a clear focus for initiatives and robust performance management, exploring and developing partnerships to aid the delivery of integrated services that represent value for money for all residents, and meet the needs and aspirations of our communities. As Head of Paid Service and Principal Advisor to the Council, undertake the statutory responsibilities of this post.

Dimensions

Council Budget:

General Revenue Account: £179m gross p.a., £112m Net p.a.

Housing Revenue Account: £17m Income

Capital Programme: £45m - £80m p.a.

Schools Revenue Budgets: £100m p.a.

Number of employees: Approx. 950 FTE

Key Personal Performance Targets and Standards

The key personal performance targets and standards will be agreed and reviewed with the post holder by leading Members on an annual basis as part of the Performance Appraisal Process. The initial targets and standards for the post holder will be an early priority following appointment.

Key Accountabilities

- 1. Vision and Strategy:** Work with the Corporate Leadership Team and the Executive to develop corporate objectives and priorities, and the strategies to meet them, and be accountable for ensuring they are communicated, implemented and achieved.
- 2. Finance and Resources:** Actively and effectively manage the Council's resources ensuring robust financial and service planning and the availability of timely and accurate information to elected Members in making decisions on the Council's budget and priorities.
- 3. Partnership Working:** Lead and encourage joint working with other agencies and service providers in order to provide integrated, cost-effective services. Act as ambassador for the Council, to achieve new resources and opportunities, by developing and nurturing external partnerships and networks including national and local government, public bodies and the private and voluntary sector

4. **Service Improvement:** Continually improve and modernise Council-wide services in line with the Council's "Vision and Values" by challenging existing arrangements and identifying and developing innovative solutions, including e-government initiatives; championing and introducing effective change management initiatives; fostering a culture of performance management and continuous improvement and encouraging cross-boundary working so that internal resources are used to best effect and the external customer experiences cohesive service delivery
5. **Member Relations:** Establish effective working relationships with all elected Members, advising and supporting them through work with the Executive, Scrutiny and Policy teams, so that the Council's long-term aims and ambitions are defined and achieved.
6. **Corporate Management:** Develop and lead a strong, co-coordinated and effective corporate management team, ensuring that the heart of the organisation operates strategically and effectively, encouraging effective corporate working and breaking down departmentalism. Inspire, motivate and develop the Council's workforce so that they have a real sense of ownership of its aims and objectives, encouraging cross-Council working and continual improvements in service delivery. Through personal example, open commitment and clear action, value and celebrate the diversity of Wokingham's communities, ensuring equality of access and treatment in employment and service delivery. Take responsibility for risk management, business continuity planning and Health & Safety at Wokingham Borough Council.
7. **Performance Management:** Ensure that Action Plans are successfully implemented, ensuring that effective management arrangements are in place to achieve the Council's objectives and implement business plans. Promote and establish a culture which encourages and enables all parts of the workforce to meet required performance standards and that is supportive, open and fair.
8. **Council Profile:** Ensure the Council's management processes are open and encourage the interest and involvement of the local community through opportunities to access information and for public consultation. Promote the needs of Wokingham as a community by establishing a positive corporate image for the Council. Forge links with Wokingham's business community.

KEY EXPERIENCE, SKILLS & BEHAVIOURS (Person Specification)

Part One - Experience

1. Consistent achievement in leadership at Chief Executive or senior management level within a complex multifunctional organisation of comparable scope and complexity
2. Proven track record in managing a diverse range of services within a large multi-disciplined organisation, including:
 - Participation in the formulation of corporate objectives, policies and strategies
 - Demonstrable success in change management

- Successful long-term financial management, including budget formulation, financial planning, monitoring and control.
 - Experience in successfully applying best practice from the commercial sector in shaping and delivering customer care initiatives to improve processes, reduce costs or enhance customer services.
3. Experience of working with in a complex, multi-functional organisation, giving professional advice to and building productive working relationships with a range of different stakeholders.
 4. Successful track record of effective partnership working and networking up to and including Board level, with key stakeholders, e.g.: residents, voluntary sector, business communities, Government and public agencies.
 5. Clear evidence of establishing a strong corporate performance culture and effective performance and service quality evaluation that involves users in driving up standards and performance.

Part Two - Skills and Knowledge

1. An ability to work in a complex decision making environment with multiple stakeholders.
2. Exposure to modern business practice e.g. procurement, electronic service delivery, shared services programmes.
3. Understanding of residents' needs and concerns, allied to a commitment to the concept and value of public services, local democracy and partnership working.
4. Excellent project-management skills – the ability to prioritise, add clarity and oversee delivery on agreed objectives, with the skills to translate plans and ambitions into real achievements for the benefit of the local community.
5. An understanding and record of achievement in promoting diversity in employment and service delivery, and facilitating social inclusion.
6. Ambition and an understanding of business and enterprise in order to realise opportunities, deliver new council initiatives and explore new sectors of innovation to achieve income generation and develop service delivery.
7. High-level diplomacy: the ability to act as ambassador, broker and influencer, comfortable with the media and able to deal with residents and local personalities.

Part Three - Personal Style and Behaviours

1. Astute, creative and strategic with the ability to use resources effectively to achieve business outcomes; a lateral thinker, able to manage and contribute in a complex, multi-disciplined organisation
2. An engaging personality, showing empathy with staff and an ability to engage and make them feel valued; high-level motivational skills; a commitment to openness and fairness with employees and the public

3. Straightforward, open and showing high integrity; demonstrates high standards of personal conduct, credibility, honesty and integrity that inspire loyalty, trust and confidence
4. Willingness to lobby central government on local issues that affect this Council, and to contend with national pressures and defend the Authority's position; prepared to be innovative and creative to achieve value for money
5. Sound judgment: recognising the role of members and able to act as interface; must be able to forge understandings with key members and share the ambitions and philosophy of the majority party.
6. High energy and resilience, robust and able to be firm and clear-minded; prepared to work hard to achieve challenging standards and outcome
7. A Positive Role Model 'Walks the talk' & is aligned with their core Values so others trust, respect & listen to them
8. Leading Change Drives the change vision through clear communication strategies with colleagues, members & customer involvement
9. Strategic Focus Drives a strategic perspective; Translates the overall Vision into operational service plans; Analyses & assesses the impact on resources