



Meeting: Council

Date: 18th July 2013

Wards Affected: All Wards

Report Title: Appointment of Executive Director Operations and Finance

Executive Lead Contact Details: Cllr Derek Mills, Executive Lead for Business Planning & Governance, 01803 207317, Derek.Mills@torbay.gov.uk

Supporting Officer Contact Details: Julia Baldie, Human Resources Advisor, 018703 207374 Julia.Baldie@torbay.gov.uk

1. Purpose and Introduction

1.1 Following the departure of the previous Chief Executive, the Employment Committee were tasked with the appointment of an interim position. Caroline Taylor has been undertaking the position of Interim Chief Operating Officer. An Employment Committee Task Group assessed the need for a 29.6 hour a week post which would have a strong Financial Management aspect to it. The post of Executive Director was established and agreed at Full Council on 28th February 2013. An advertisement was placed Nationally and interviews were held on the 6th and 7th June 2013. All members, a cross section of officers across the organisation and invited partners took part in the selection process.

2. Proposed Decision

2.1 Following the interviews, the Employment Committee are recommending that Mr Steve Parrock be appointed permanently as Executive Director Operations and Finance, on the basis of 29.6 hours per week and an actual salary of £99,634 per annum.

2.2 That Caroline Taylor complete her acting position of Interim Chief Operating Officer on 31st July and Steve Parrock begin his post on 1st August 2013.

2.3 That under the terms and conditions of employment, Full Council grant permission for Mr Steve Parrock to maintain other employment with the Torbay Economic Development Agency Ltd (TEDC) on a part time basis equivalent to 11 hours per week. (Agreement has already been sought by Mr Parrock from the TEDC Board in this respect)

2.4.1 That the Monitoring Officer be requested to develop, in consultation with the Mayor and Group Leaders, a protocol to address and mitigate any conflict of interest issues that may arise from Mr Parrock's employment with the Council and the TEDC.

2.4.2 That Mr Parrock be given flexibility to change the title of the post, in conjunction and agreement with the elected Mayor and Group Leaders.

2.3 Reason for the Decision

Following the departure of the then Chief Executive, to fulfil the requirements to have a permanent head of paid service and strategic lead for the organisation.

2.4 It is requested that Caroline Taylor maintain her role as Interim Chief Operating Officer until the 31st July to allow for the start date of Mr Parrock of 1st August 2013, and in order to maintain a Head of Paid Service throughout this period of transition.

2.5 The Joint Negotiating Committee for Local Authority Chief Executives National Salary Framework and conditions of service handbook states "***The chief executive shall devote his or her whole time service to the work of the council and shall not engage in any other business or take up any other additional appointment without the express consent of the council. He or she shall not subordinate his or her duty as chief executive to his or her private interests or put himself or herself in a position where his or her duty and private interests conflict.***"

As the post is for 29.6 hours per week, it is feasible that Mr Parrock may wish to hold other employment to increase his working time to a full time equivalent or more. Under Employment legislation Mr Parrock is able to work beyond 37 hours per week, particularly for two different organisations.

Mr Parrock intends to work the equivalent of 11 hours per week for the TEDC where he will continue to perform the principle duties of the TDA CEO, recognising that there are many synergies and linkages between the two roles.

Supporting Information

4. Position

4.1 Full Council have previously agreed to the terms and conditions of this post (see [Full Council February 2013](#)) following work over the last 18 months of the Employment Committee Task Group to assess the needs of the organisation. The interim position of Chief Operating Officer based on 0.4FTE has been carried out by the existing Director of Adults and Resources, but agreement was made at Full Council to a 0.8FTE position with a key emphasis on strategic finance and operational management.

In February 2013 Full Council agreed that the Employment Committee should begin the appointment process under the agreed Job Description, and this process was carried out throughout May and June.

A robust two day selection process was carried out by the Employment Committee with involvement from staff and partners. A unanimous recommendation was reached

by the Employment Committee to appoint Mr Steve Parrock as Executive Director Operations and Finance.

Subsequent discussions have been held with Steve Parrock and he has indicated his willingness to accept the appointment and commence duties on 1st August 2013.

5. Possibilities and Options

Full Council can decide not to agree to the recommendation to appoint to this position. This would mean that Torbay Council would be without a Head of Paid Service and statutory leader whilst a further process was agreed and undertaken. Given that a robust process was followed, and given that Full Council has previously agreed to the post, the job description and terms and conditions of employment, any decision not to appoint would be on the basis of the individual and not the process that carried out.

6. Fair Decision Making

Torbay Council's Recruitment policy has been Equality Impact Assessed and the Employment Committee process for recruitment was conducted in line with this policy.

7. Public Services (Social Value) Act 2012

N/A

8. Consultation

Consultation has previously taken place to identify the details of the post, the terms and conditions, and need for the post. The Employment Committee has had no further requirement to consult on this process, but did include staff, partners, Directors and all Members in the recruitment process itself.

9. Risks

- 9.1 If Torbay Council fails to appoint a high quality candidate this will affect service delivery and prolong the need for an interim appointment. This will negatively impact on the organisation both in its ability to demonstrate permanent and stable leadership to Central Government, and its ability move forward with the significant financial savings that are required.
- 9.2 Given that the post is part time, Mr Steve Parrock has requested that he maintain his employment as Chief Executive of the Torbay Economic Development Company Ltd on a part time basis. The TEDC is a wholly owned, 'Teckal' complaint company of the Council. (A Teckal company is one which is wholly owned by one or more public bodies who exercise a similar degree of control over it as over their own departments and which carries out the majority of its work for its owning bodies). The aim and objectives of the TEDC therefore compliment those of the Council so it is not

anticipated that any fundamental conflicts of interest are likely to arise. The possible implications of Mr Parrock's dual role have been considered by the Elected Mayor and also the Monitoring Officer and Section 151 Officer. Members will note that part of the recommendation is that that the Monitoring Officer develop a protocol to address any conflict of interests that may arise out of the arrangements.

Appendices

There are no appendices.

Additional Information

In making these recommendations, Torbay Council is fully compliant with the Localism Act 2011, in that it produces and publishes (under sections 38 – 43) a pay policy statement each year.

Torbay Council also complies with existing guidance in the Localism Act that full council should be given the opportunity to vote before large salary packages offered in respect of a new appointment. The Guidance states that the Secretary of State considers that £100,000 is the right level for that threshold to be set.