
**Manchester City Council
Report for Resolution**

Report to: Personnel Committee – 12 December 2016

Subject: Terms of the Appointment of the Chief Executive

Report of: Deputy Chief Executive (People, Policy & Reform) and the City Solicitor

Purpose of Report

To recommend to the City Council the appointment of a Chief Executive and Head of Paid Service.

Recommendations

The Personnel Committee is requested to:

1. Recommend to the City Council the appointment of Joanne Roney to the position of Chief Executive of Manchester City Council with effect from 1st April 2017, at a salary of £195,000 p.a.
 2. Recommend to the City Council the designation of Joanne Roney as Head of Paid Service of Manchester City Council under S4 of the Local Government and Housing Act 1989 with effect from the 1st April 2017.
 3. Note that the Chief Executive is also the electoral registration officer and returning officer for the election of Councillors.
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Wards Affected: All

Financial implications for the revenue and capital budgets

There are no new financial consequences arising from the proposals within this report as the current budget reflects the proposed arrangements.

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1.0 Introduction

- 1.1 On the announcement of the retirement of Sir Howard Bernstein in September 2016, this Committee established a Sub-Committee to agree the approach to the recruitment and selection of a candidate for recommendation to Council by the Committee for appointment as the Chief Executive and Head of Paid Service of the City Council.
- 1.2 As part of their duties, the Chief Executive Appointment Sub-Committee
- (i.) Drew up a role profile and person specification to align the role with the strategy of the Council and wider needs of the City Council (Attachment A)
 - (ii.) Appointed an executive search agency (Penna PLC) and advertised the role widely in print and online to attract suitably qualified individuals to apply for the role.
 - (iii.) Appointed Mark Lloyd, Chief Executive at the Local Government Association to act as an independent adviser and technical assessor of the candidates.
 - (iv.) Considered the remuneration of the new role, to ensure consistency within roles of a similar size and nature and ensure the Council is able to attract and secure the most qualified person for the role. (Attachment B)
 - (v.) Undertook a longlisting and shortlisting exercise based on the role profile and person specification.
 - (vi.) Agreed the method for assessing the final shortlisted candidates including involving Councillors at a ward level, stakeholders and partners along with technical assessments and psychometric assessments.
 - (vii.) Conducted a final panel interview and selection based on the feedback from the previous assessments and a competency themed interview modelled on the role profile and person specification.
- 1.3 On 1st December the Committee confirmed that a conditional offer of employment should be made to Joanne Roney following consultation with the Executive, satisfactory completion of pre-employment checks and agreement on terms.

2.0 Terms of Appointment

- 2.1 The Chief Executive post is a permanent post in the employment of the Council. The role profile and person specification for the role is shown in Appendix A.
- 2.2 The salary for the position has been determined through benchmarking and an independent assessment by the company contracted to undertake the search and assessment of suitably qualified candidates, Penna PLC, the details of which are provided at Appendix B.
- 2.3 The successful candidate will be entitled to join the Local Government Pension Scheme (LGPS), the details of contribution rates are set by regulations and are available in the Council's Pay Policy Statement.

- 2.4 The notice period for the post is 3 months.
- 2.5 A conditional offer of employment was made to the candidate and accepted and all pre-employment checks have been completed satisfactorily in line with usual Council policy.
- 2.6 Subject to the approval of the Council, Joanne Roney has indicated a start date of 1st April 2017.

3.0 Comments of the Trade Unions

- 3.1 No comments on this report.

Attachment A: Role Profile and Person Specification

Role Profile

Chief Executive, Manchester City Council

The Chief Executive is responsible for the corporate and overall strategic management of the Council as a whole. He or she reports to and provides information for the Executive, the full Council, the scrutiny committees and other committees. He or she is responsible for establishing a framework for management direction, style and standards and for monitoring the performance of the Council. Manchester, as a major conurbation in the North West, continues to progress on a number of fronts.

Over the coming years, the city will be a key player in devolution from central government; continue our dynamic growth of the economy, physical regeneration and housing; move apace with public service reform through the integration of health and social care and working differently with our communities; drive forward improvements in life chances for all our residents and continue to make the case for better infrastructure to the rest of the country and worldwide.

Strategic responsibilities

To support the furtherance and the development of the vision for the city, through Our Manchester and other key strategies, with the ability to translate this into deliverable change and reform across the city, sectors and within the Council itself.

To provide leadership within the Council to meet the objectives of the policies and strategies of the Council, including the Our Manchester strategy: embedding the new ways of working required and delivering the public service reform agenda.

To provide strategic leadership across our partnerships within the city and the Greater Manchester area across public services; championing our participation within the devolution, health and social care reforms, and wider cross-authority partnerships.

To work with the Leader of the Council, the Executive and Chief Officers in stating Manchester's case across the regional, national and international arenas for growth and prosperity; benefiting the residents of the city.

To lead the organisation in the development of policies and proposals that deliver relentlessly against the objectives of The Our Manchester strategy.

To be responsible for developing and cultivating long-term relationships across sectors of the city.

Management responsibilities

To be accountable for the management of the Chief Executive's Department, including the responsibility and accountability for financial and performance management. Modelling the behaviours expected by all managers of their staff.

To be responsible for the line management of the strategic management team (SMT), including the development of individuals and team performance that drives the desired culture, performance and delivery of Our Manchester and statutory obligations across the organisation.

To be the lead policy adviser to councillors by providing them with outstanding support in the discharge of their duties.

Key accountabilities

Overall accountability for the Council's delivery of Our Manchester and our corporate plans.

Ensuring plans are in place to deliver effectively the vision and strategy for the Council and the wider city.

Organisational reform, driving forward transformation and ensuring that all changes are developed in line with national reform agendas and the budgets and policies approved by the Council.

Ensuring all necessary measures are in place to meet our statutory obligations including, but not limited to: safeguarding, health and safety, risk management, data protection, and countering fraud.

Ensuring the officers with statutory designations are suitably supported and developed to discharge their duties and obligations on behalf of the Council.

Statutory and Proper Officer

The role is designated as the Head of Paid Service and is a statutory appointment under the provisions of section 4 of the Local Government and Housing Act 1989. To be the designated electoral officer as required.

Other appointments

The post-holder may be appointed to outside bodies as an executive, non-executive or representative of the Council, commensurate to the roles and responsibilities of this post.

Our Chief Executive (Person Specification)

Our chief executive needs to be visible to our staff; understanding their commitment and strengths – and responding credibly to their views. You should be able to form sound judgements quickly and be prepared to follow through on our commitments to our staff who are straining to be freed up to get on and make the successful improvements you will inspire them to through 'Our Manchester'.

You will be an exceptional manager, demonstrating our behaviours and values – and you'll expect and ensure the same high standard from all our managers. Modelling great management behaviour is important, inspiring and empowering people and knowing what gets the best out of our dedicated and proud workforce.

You will know how to build a strong team around you, ensuring distributed leadership throughout the senior management team to get things done. You'll be clear on accountabilities and responsibility and ensure your team are equipped to act collectively and individually in their leadership role.

At the same time, a great deal of self-awareness is required to ensure you know your strengths, how you need to develop and where your team may complement your skills.

A trusted adviser

Your relationship with the leader of the Council is paramount. Understanding how to develop and grow a strong working relationship, with trust and confidence in each other, will benefit the city. You'll be able to be frank and supportive as well as bringing clear views and a vision to the table.

For elected councillors, you should understand and respect how we work as a member-led authority, building the confidence of councillors and community leaders through your advice, as well as your understanding of their priorities and local communities. Being visible within the community and working with local councillors, you will truly connect the Council to the city and our residents.

Someone with vision

Manchester does not grow and develop through one big plan. It's taken decades of innovation, energy and sometimes knowing when to take the opportunities as they present themselves, to create the dynamic, modern city that's the envy of others across the country and beyond.

The next twenty years will need the same, if not more, sheer determination and dedication focused on results to continue the successful regeneration and infrastructure investment we enjoy today.

As a strong leader, you'll influence game-changing moments and build on the depth of organisational ambition you'll inherit. You will be able to set out – across sectors, government, partners and within the Council – your compelling vision for joining us in our growth and ambition.

Building relationships and credibility with the right people and connecting people to work together is a critical skill.

We need someone who can build confidence across sectors, including the private sector, as well as in public service reform.

Having a vision doesn't mean doing it all yourself. You should be adept at making the most of other people's contribution to the city – inside and outside the organisation. You'll be up to the challenge of applying the kind of distributive leadership we encourage – around economic development and city centre management especially – within the organisation and in our dealings with the voluntary and community sectors and residents.

Be yourself

We're looking for an authentic leader. And leading this organisation needs the most exceptional individual. People must know they can trust you.

Your background is less important than your abilities. And your future potential is just as important as your past achievements, so we're not making any assumptions about your background profession or the sector you currently work in.

We want to see your commitment to Manchester with, at least, the ability to drive and see through the first half of our ten-year strategy. With that longevity you should be able to demonstrate incredible results and outcomes for the people of Manchester.

Your ambition and appetite is important and we'll support your development in the role.

We would want to see your ability and credibility in leading a large, complex organisation and delivering results through people. This is a role where you have to hit the ground running. You should be confident and assertive in getting things done with a laser-sharp focus on connecting all Manchester people to the opportunities.

And a little about what it's not

It may be easy to make assumptions about Manchester or this role. You may be following one of the brilliant, imaginative stars of British local government, but what we want is your version of the very best of public service for the next 10 years.

Manchester is known for its growth, ambition and the opportunities for devolution and greater world-wide connectivity. But this is not just an economic development or regeneration role. Of course you must get and articulate the role of cities in leading economic growth and influencing policy makers. But your added value will be in connecting all the communities of Manchester to the success you create. It's about how people who live and work in Manchester achieve their potential so they fuel future economic success and equally how you develop a different approach to how public services are configured so demand on high dependency services is controlled.

And this is not about just one person. As a strong leader, you'll influence game-changing moments with your clear and authentic style. But you'll also build on the depth of organisational ambition you'll inherit. So, confident in yourself, you'll also draw out the best in others.

Manchester is looking ahead to a very, very strong future. And we're looking forward to finding the very, very strong leader who'll get us there.

Statutory roles and designations

Local Government Act 1972

Section 13 - To act with Chairman of Parish Council as Parish Trustee.

Section 83 - To receive and witness (together with the City Solicitor) declarations of acceptance of office by members etc.

Section 84 - To receive written notice of resignation of members etc.

Section 88 - To convene meetings of the Council to fill a casual vacancy in office of Chair or Mayor.

Section 248 - To keep the roll of freemen.

Schedule 12 Part 1 Para 4 - To sign the summons to members to attend a Council meeting.

Local Government and Housing Act 1989

Section 2 - Receipt of the list of politically restricted posts.

Section 3A - To determine applications for exemption from political restriction or for designation of posts as politically restricted.

Representation of the People Act 1983

Section 8 - To be the Electoral Registration Officer for any constituency or part of a constituency coterminous with or contained in the Manchester City Council area.

Section 28 - To be the Acting Returning Officer.

Section 35 - To be the Returning Officer for the election of councillors for Manchester City Council.

Attachment B: Outcome of Independent Assessment of Remuneration

At the meeting of the Personnel Sub Committee (Chief Executive's Appointment Panel) a discussion took place to consider the remuneration terms of the new Chief Executive.

Officers had undertaken a comparable analysis of the top 15 cities by population and the remuneration of their most senior officer (normally the Chief Executive although some authorities have other arrangements). The research is shown in Table 1.

Population Rank	Council	Population	Type	Min	Max
1	Birmingham	1,111,307	Metropolitan Borough	182,500	220,000
2	Leeds	774,060	Metropolitan Borough	182,147	196,158
3	Sheffield	569,737	Metropolitan Borough	184,588	
4	Cornwall	549,404	Unitary	158,000	176,000
5	Bradford	531,176	Metropolitan Borough	178,476	
6	Manchester	530,292	Metropolitan Borough	205,974	
7	County Durham	519,695	Unitary	185,000	
8	Wiltshire	486,093	Unitary	130,556	
9	Liverpool	478,580	Metropolitan Borough	197,500	
10	Bristol	449,328	Unitary	193,672	
11	Kirklees	434,321	Metropolitan Borough	155,000	159,999
12	Barnet	379,691	London Borough	177,613	187,613
13	Croydon	379,031	London Borough	180,000	
14	Cheshire East	375,392	Unitary	150,000	160,000
15	Coventry	345,385	Metropolitan Borough	175,000	

Notes

1. Sourced from the current year Pay Policy Statements of each Council. There may be variations dependent on local pay arrangements.
2. Wiltshire Council does not have a chief executive, the role of Head of Paid Service is rotated between designated chief officers. The salary reflects the highest paid officer.
3. Where no range of salary is shown this indicates a spot salary arrangement operates, or no range was stated in the Pay Policy Statement.
4. The figures do not include employer contributions (pension), additional allowances or fees and payments arising from work undertaken for elections.

5. The correlation between population size and remuneration is not always a good indicator of market position. The London Borough of Wandsworth has the highest paid chief executive at £239,077 for a population of 314,544.

It was noted that the salary range during the search period should be in the region of £180,000 to £210,000 – with some flexibility for exceptional candidates.

Following the meeting, the search consultants were asked to undertake further research and make a recommendation for the salary and undertake an objective review of the salary range suggested.

In this independent review, the consultants concurred with the range suggested and added that the role was unique in size, scale and ambition although broadly comparable to London Boroughs in complexity and demand.

For completeness, the London Boroughs are shown in Table 2.

Table 2: Comparable London Authorities

Council	Role	Salary (or range)
City of London Corporation	Town Clerk & Chief Executive	£199,810 - 231660
London Borough of Barking & Dagenham	Chief Executive	£165,000
London Borough of Bexley	Chief Executive	£164,736
London Borough of Camden	Chief Executive	£160,570
London Borough of Hackney	Chief Executive	£176,531
London Borough of Hammersmith & Fulham	Chief Executive	£185,000
London Borough of Haringey	Chief Executive	£189,440
London Borough of Islington	Chief Executive	£160,000
London Borough of Lambeth	Chief Executive	£165,000
London Borough of Lewisham	Chief Executive	£192,386
London Borough of Newham	Chief Executive	£195,000
London Borough of Southwark	Chief Executive	£177,516
London Borough of Waltham Forest	Chief Executive	£195,000
Royal Borough of Greenwich	Chief Executive	£190,000
Westminster City Council	Chief Executive	£195,001- £200,000

The search consultants independently agreed with our own research that the appointment band should be between £180,000 and £210,000.