



Tuesday, 27 August 2024

Dear Councillor / Honorary Alderman,

Meeting of the Council – Wednesday, 4th September, 2024

You are summoned to attend an extraordinary meeting of the Council which will be held at 9.00 am on Wednesday, 4th September, 2024, in Council Chamber, Level 2, Town Hall Extension.

1. **The Lord Mayor's Announcements and Special Business**
2. **Interests**
To allow members an opportunity to declare any personal, prejudicial or disclosable pecuniary interest they might have in any items which appear on this agenda; and record any items from which they are precluded from voting as a result of Council Tax or Council rent arrears. Members with a personal interest should declare that at the start of the item under consideration. If members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item
3. **Appointment of the Interim Chief Executive and Head of Paid Service** 3 - 12
Report of the Director of HROD and Transformation and the City Solicitor attached

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Joanne Roney'.

Joanne Roney CBE
Chief Executive

Information about the Council

The Council is composed of 96 councillors with one third elected three years in four. Councillors are democratically accountable to residents of their ward. Their overriding duty is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

Six individuals with previous long service as councillors of the city have been appointed Honorary Aldermen of the City of Manchester and are entitled to attend every Council meeting. They do not however have a vote.

All councillors meet together as the Council under the chairship of the Lord Mayor of Manchester. There are seven meetings of the Council in each municipal year and they are open to the public. Here councillors decide the Council's overall strategic policies and set the budget each year.

Agenda, reports and minutes of all Council meetings can be found on the Council's website www.manchester.gov.uk

Members of the Council

Councillors:-

Andrews (Chair), Grimshaw (Deputy Chair), Abdullatif, Akbar, Azra Ali, Ahmed Ali, Nasrin Ali, Shaukat Ali, Amin, Appleby, Bano, Bell, Bell, Benham, Bridges, Butt, Chambers, Chohan, Collins, Connolly, Cooley, Craig, Curley, Y Dar, Davies, Doswell, Douglas, Evans, Flanagan, Fletcher, Foley, Gartside, Glover, Good, Green, Hacking, Hassan, Hewitson, Hilal, Hitchen, Hughes, Hussain, Igbon, Ilyas, Iqbal, Jafri, Johns, Johnson, Judge, Kamal, Karney, Kilpatrick, Kirkpatrick, Kirwin-McGinley, Leech, Lovecy, Ludford, Lynch, Lyons, Mandongwe, Marsh, McCaul, McHale, Midgley, Moran, Mumtaz, Muse, Noor, Northwood, Nunney, Ogunbambo, Rawlins, Rawson, Razaq, Reeves, Reid, Riasat, Richards, I Robinson, T Robinson, Sadler, Sadiq, Sarwar, M Sharif Mahamed, Sheikh, Shilton Godwin, Simcock, Stogia, Taylor, Wheeler, Wiest, Whiston, White, Wills and Wright

Honorary Aldermen of the City of Manchester –

Hugh Barrett, Andrew Fender, Paul Murphy OBE, Nilofar Siddiqi and Keith Whitmore.

Further Information

For help, advice and information about this meeting please contact the meeting Clerk:

Andrew Woods
Tel: 0161 234 3011
Email: andrew.woods@manchester.gov.uk

This agenda was issued on **Tuesday, 27 August 2024** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA

**Manchester City Council
Report for Resolution**

Report to: Council – 4 September 2024

Subject: Appointment of Interim Chief Executive / Head of Paid Service

Report of: The Director of HROD & Transformation and the City Solicitor

Summary

The purpose of this report is to seek the approval of the Council for the appointment of Eamonn Boylan as interim Chief Executive / Head of Paid Service, with effect from 9 September 2024. It also requests that Eamonn Boylan is appointed as Manchester's Electoral Registration Officer, Returning Officer for the elections of councillors, and Returning Officer for the election of a GMCA mayor, on an interim basis, with effect from 9 September 2024

Recommendations

The Council is recommended to:

- (1) Approve the appointment of Eamonn Boylan to the position of Chief Executive of Manchester City Council, on an interim basis, with effect from 9 September 2024.
 - (2) Approve the designation of Eamonn Boylan as Head of Paid Service of Manchester City Council under Section 4 of the Local Government and Housing Act 1989, on an interim basis, with effect from 9 September 2024.
 - (3) Appoint Eamonn Boylan as the Electoral Registration Officer for Manchester, on an interim basis, with effect from 9 September 2024.
 - (4) Appoint Eamonn Boylan as the Returning Officer for the elections of councillors of the district of Manchester and for elections of councillors of parishes within the district, on an interim basis, with effect from 9 September 2024.
 - (5) Appoint Eamonn Boylan as the Returning Officer for the district of Manchester for the election of a Greater Manchester Combined Authority mayor, on an interim basis, with effect from 9 September 2024.
 - (6) Agree that the above interim appointments shall terminate immediately upon a permanent Chief Executive / Head of Paid Service taking up their position with the Council.
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Wards Affected: All

Environmental Impact Assessment -the impact of the issues addressed in this report on achieving the zero-carbon target for the city	Our Interim Chief Executive will provide strategic leadership of our net zero ambitions.
Equality, Diversity and Inclusion - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments	Our Interim Chief Executive will provide strategic leadership of Equality, Diversity and Inclusion.

Manchester Strategy outcomes	Summary of how this report aligns to the Our Manchester Strategy/Contribution to the Strategy
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The effective use of staffing resources underpins the Council’s activities in support of its strategic priorities as set out in the Corporate Plan which is underpinned by the Our Manchester Strategy. Providing the leadership and focus for the future.
A highly skilled city: world class and home grown talent sustaining the city’s economic success	
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	
A liveable and low carbon city: a destination of choice to live, visit, work	
A connected city: world class infrastructure and connectivity to drive growth	

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

The Interim Chief Executive will be funded from the existing staffing budget for the Chief Executive.

Financial Consequences – Capital

Not applicable.

Contact Officers:

Name: Mark Bennett
Position: Director of HROD and Transformation
Telephone: 07908 259971
E-mail: mark.bennett@manchester.gov.uk

Name: Fiona Ledden
Position: City Solicitor
Telephone: 0161 234 3087
E-mail: fiona.ledden@manchester.gov.uk

Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy, please contact one of the contact officers above.

None.

1.0 Introduction

- 1.1 A decision of the Council is required to enable the appointment of an interim Chief Executive / Head of Paid Service, as the recruitment of a permanent Chief Executive / Head of Paid Service will still be ongoing at the point the current postholder leaves the Council. Interim appointments are also required in respect of statutory Electoral Registration Officer and Returning Officer posts.

2.0 Background

- 2.1 The last day in post of the current Chief Executive will be 8 September 2024. It is not anticipated that a new permanent Chief Executive will be in post until approximately January 2025. This will necessitate the appointment of an interim Chief Executive during the intervening period.
- 2.2 In common with nearly all local authorities, the role of the Council's Chief Executive is integrated, under the Council's Constitution, with the statutory position of Head of Paid Service. Under Section 4 of the Local Government and Housing Act 1989, the Council must designate one of its officers as Head of Paid Service. Furthermore, in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and the Council's Officer Employment Procedure Rules, only a meeting of the Council can approve the appointment of the Head of Paid Service. The Council is prohibited by law from delegating that decision.
- 2.3 Ordinarily, approval of the appointment of a Chief Executive / Head of Paid Service would be made by the Council following the recommendation of a candidate by a sub-committee of Personnel Committee acting as an appointment panel. On this occasion, given the need to ensure that this key statutory officer post is not allowed to become vacant, the decision on the appointment of an interim Chief Executive / Head of Paid Service has come directly to the Council for consideration.

3.0 Interim Appointment of Chief Executive / Head of Paid Service

- 3.1 To ensure that the organisation continues to have capacity and strategic leadership it was proposed to appoint an interim Chief Executive for a period of approximately 6 months pending the appointment of a permanent Chief Executive.
- 3.2 Several CVs were considered as potential options, with the preferred candidate being identified as Eamonn Boylan. Subject to the Council's approval, Eamonn will take up the interim role, sharing leadership responsibilities and supporting the Council's Senior Management Team to ensure a smooth transition ahead of a permanent Chief Executive being appointed.
- 3.3 Eamonn has a long and respected career in local government spanning more than 42 years, including as Chief Executive of the Greater Manchester Combined Authority (GMCA) and Transport for Greater Manchester (TfGM). He previously held a range of senior positions including Deputy Chief Executive at Manchester

City Council and in Sheffield, as well as taking up roles as Chief Executive of Stockport Metropolitan Council and Deputy Chief Executive of the National Housing Agency, now Homes England. He has respect in both local and national government circles and has an intimate knowledge of our city and region.

- 3.4 The contractual agreement with Eamonn outlines the Chief Executive responsibilities as defined by the role profile with some specific areas of focus. Subject to the days worked, he will be paid approximately £12,500 per month. A copy of the role profile is appended to this report.

4.0 Appointment to Interim Electoral Registration Officer and Returning Officer Positions

- 4.1 The Council is required to make appointments to certain statutory offices relating to the administration of the electoral process. The individual(s) appointed to these offices hold personal legal responsibilities separate from their responsibilities as Council officers. Consequently, it is considered that the relevant appointments should be explicitly made to named officers rather than being taken to automatically attach to any particular officer post within the authority. Under the Council's Constitution, the Council's Constitutional and Nomination Committee has delegated power to make appointments to these positions, but this does not preclude the Council from making such appointments itself.

- 4.2 In Manchester the longstanding practice (in common with many local authorities) has been for the officer who is the Council's Chief Executive to be appointed to these election-related statutory offices. As these offices cannot be left vacant, interim appointments to these roles will need to be made until a permanent Chief Executive takes up their position. During the interim period there will be ongoing electoral registration matters to be overseen and, while there are currently no scheduled elections during the interim period, by-elections always remain a possibility.

- 4.3 It is proposed that Eamonn Boylan is appointed to the following election-related positions on an interim basis:

- Electoral Registration Officer for Manchester, under Section 8(2) of the Representation of the People Act 1983 ("RPA 1983");
- Returning Officer for the elections of councillors of the district of Manchester and for elections of councillors of parishes within the district, under Section 35(1) of the RPA 1983; and
- Returning Officer for the district of Manchester for the election of a Greater Manchester Combined Authority mayor, under Section 35(2D) of the RPA 1983, as modified by Combined Authorities (Mayoral Elections) Order 2017.

5.0 Recommendations

- 5.1 The recommendations are set out at the beginning of this report.

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**Manchester City Council
Role Profile**

**Chief Executive
Manchester City Council**

**Grade: CEX fixed point
Leads Strategic Management Team**

Role portfolio

Overall purpose of the role

The Chief Executive is responsible for the corporate and overall strategic management of the Council. Working with elected members they will drive and lead the delivery of the Our Manchester Strategy and the Council's wider long term strategic ambitions which will deliver the vision for our City.

The Chief Executive reports to and provides information for the Executive, full council, scrutiny committees and other committees and are responsible for establishing a framework for management direction, standards and for monitoring the performance of the Council. They will actively and effectively promote the Council's behaviours.

Leadership and Management

The Chief Executive will:

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.

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.

Direct and lead cross boundary working to provide the most effective services and best outcomes possible for Manchester's residents and partners and ensure that the city plays a full part in regional, national, and international activities.

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. And develop long-term relationships across sectors of the city.

Deliver the economic strategy and sustain the economic growth of Manchester, ensuring residents benefit from the opportunities created.

Drive social value and transformation to deliver best value outcomes for Manchester and our residents.

Understand and promote equality, diversity and inclusion at every level, positively challenge inclusion measures within the workforce and in the delivery of services and a commitment to an inclusive workforce that represents our residents and city.

Be Senior Responsible Officer (SRO) for a significant projects and programmes which are likely to be corporate in nature and delivered in partnership with key stakeholders.

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

Key responsibilities

Work with and take lead portfolio responsibilities within Greater Manchester Combined Authority (GMCA), to position it most effectively in supporting MCC's strategic ambitions for the City and beyond.

Working at Local regional and sub-regional and national level to bring further powers and resources to Manchester enabling the Executive to deliver their priorities for Manchester.

Responsibility for service delivery performance, and contribution towards the organisation's vision and objectives. This role has responsibility for the operation of the whole organisation requiring a strong internal and external facing leadership focus.

Be a catalyst for organisational reform, driving forward transformation and ensuring that all changes and required outputs are delivered. Leading public sector reform in Manchester.

Working with SMT who collective hold responsibility for budget and business planning, performance management and budget monitoring and the development of a strategic commissioning function.

Will support the strategic planning, delivery and co-ordination of cultural and creative industry contributions to the realisation of MCC strategies and plans for the benefit of residents and businesses.

Statutory and Proper Officer

The Chief Executive is:

The Council's Head of Paid as defined by section 4 of the Local Government and Housing Act 1989, responsible for reporting to Council on the Council's functions including the organisation and proper management of all staff. They will ensure that



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

The Council's "Proper Officer" for the purposes of any enactment (except where the Council has designated another officer as such for the purposes of a specific enactment).

Responsible for the discharge or range of functions under the Council's Scheme of Delegation.

The Electoral Registration Officer and Returning Officer for Manchester and will be the Acting Returning Officer for the parliamentary constituencies wholly or partly within Manchester.

The Place Based lead of the Integrated Care arrangements with the NHS.

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

Key Role Descriptors:

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.

You will provide leadership, vision and strategic direction in corporate policy development and delivering organisational change and will be a key driving force in the implementation of Public Service Reform.

Shows passion for Manchester throughout their work and in their behaviour, championing Manchester in everything they do.

Foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning to enhance the professional development of employees.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Behaviours, skills, and technical requirements

Our Manchester Behaviours

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.
- We show that we value our differences and treat people fairly

Generic Skills

- **Partnership and collaborative working:** Strong, visible and positive leadership with a proven ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. The ability to harness the full commitment and responsibility of all key stakeholders in delivering the vision of excellence for the city is critical to success.
- **Communication and Influence:** Excellent communication, both oral and written. A skilled communicator in terms of the political/officer interface. Shows integrity, creates rapport, trust and confidence. The role demands ability to sell ideas and concepts, articulate shared visions across a range of stakeholders and to negotiate effectively to achieve successful outcomes.
- **Strategic Thinking:** Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals. A dynamic and forward thinking individual in terms of leadership.
- **Strategic Planning:** Strong evidence of successfully leading and managing the implementation and delivery of strategies and programmes which cross agency and service boundaries. Clear evidence of effective, outcome-focused strategic planning.
- **Financial Management:** Strategic awareness of the financial structure of the Council and the implications of decisions on the delivery of value for money for tax payers.

Technical requirements (Role Specific)

- Experience as a Chief Executive or significantly senior manager in a large and complex public sector organisation with comparable scope, responsibilities, budget and resources.
- Requirement for a strong understanding of the national policy context for local government.
- A successful track record of developing and successfully implementing innovative and progressive policies, vision and strategies.
- Experience of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that commands respect, trust and confidence.