

Shadow Dorset Council

Date of Meeting	27 September 2018
Officer	Nicola Houwayek, HR Lead, Shaping Dorset Council Programme
Subject of Report	Confirming the permanent appointment of the Chief Executive for Dorset Council
Executive Summary	<p>At its meeting on 7 June, the Shadow Dorset Council agreed the process to appoint a permanent Chief Executive to Dorset Council and the terms and conditions of employment, as recommended by the LGA.</p> <p>The appointment of a Chief Executive is a key step towards the establishment of the new council, providing a basis now for councillors, supported by their Chief Executive, to make appointments to the executive leadership team roles.</p> <p>It was agreed by the Shadow Council that the Shadow Executive Committee be given authority to agree the most appropriate approach for the remuneration for the Chief Executive, either as a spot salary or a salary scale with defined performance measures, based on the guidance provided by the LGA to the Dorset Area Joint Committee.</p> <p>The LGA recommended a salary range of £160k-£175k which was agreed by the Dorset Area Joint Committee on 15 May 2018. Following a competitive selection process, GatenbySanderson were appointed to work initially with the Leaders of the six councils in the Dorset Area and then, following the first Shadow Council meeting on 7 June, with the Shadow Senior Appointments Committee on the Chief Executive recruitment and selection process. The process concluded on Thursday 13 September with a final assessment involving stakeholders, employees and the Shadow Senior Appointments Committee.</p> <p>The Shadow Senior Appointments Committee agreed that the Shadow Dorset Council be recommended to appoint Matt Prosser as Chief Executive designate from 1 October 2018 and as Chief Executive from 1 April 2019 of Dorset Council. Mr Prosser will also be appointed as Head of Paid Service and Returning Officer for Dorset Council.</p>
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>N/A</p> <p>Use of Evidence:</p> <p>LGA recommendations for Salary and Terms & Conditions of Employment</p>

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	<p>Budget:</p> <p>The proposed salary is £165,000 per annum. This salary will be eligible for any annual cost of living increase agreed nationally by the Joint Negotiating Council for Chief Executives of Local Authorities. There will be standard additional on-costs of c28%.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the LGR approved risk management methodology, the level of risk has been identified as: Current Risk: HIGH Residual Risk: LOW</p>
	<p>Other Implications:</p> <p>None</p>
Recommendation	<p>Shadow Dorset Council is asked to agree:</p> <ol style="list-style-type: none"> 1. That Matt Prosser be confirmed as Chief Executive designate for Dorset Council from 1 October 2018 and that he be confirmed as the new permanent Chief Executive, Head of Paid Service and Returning Officer for Dorset Council from 1 April. 2. A spot salary of £165,000 to be effective from 1 October 2018.
Reason for Recommendation	<p>Along with the Chief Finance Officer and Monitoring Officer the appointment of the Chief Executive is for decision by the Shadow Council. In line with government guidance and the importance of transparency and of objective justification for senior salaries the basis for the recommended salary is set out in this paper.</p>
Appendices	<p>None</p>
Background Papers	<p>Shadow Senior Officer Appointments Committee agendas and minutes – http://shadowcouncil.dorset.gov.uk/ieListMeetings.aspx?Committeeld=141</p>
Officer Contact	<p>Name: Nicola Houwayek Tel: 01305 224497 Email: nicola.houwayek@dorsetcc.gov.uk</p>

1. Background

- 1.1. Following a presentation by the LGA to the Dorset Area Joint Committee in February, the Dorset Area Joint Committee agreed that the Leaders continue to work with the Shaping Dorset Council Programme director and appointed consultants to agree final recommendations to the Shadow Council for the job description, personal specification and terms and conditions for the permanent Chief Executive for Dorset Council and for the remuneration of the post, either as a spot salary or a salary scale with defined performance measures.

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- 1.2. At its first meeting on 7 June, the Shadow Dorset Council agreed the job description, personal specification and terms and conditions and that the Shadow Executive Committee be given authority to agree the most appropriate approach for the remuneration for the Chief Executive's post, either as a spot salary or a salary scale with defined performance measures, based on the guidance provided by the LGA. It was also agreed that the recruitment process could start with immediate effect.
- 1.3. Membership of the Shadow Senior Appointments Committee was also agreed at the Shadow Dorset Council meeting of 7 June.

2. Salary Recommendations

- 2.1. The LGA recommended a salary range of £160k - £175k
- 2.2. This range was considered by the Shadow Senior Appointments Committee when they met on 13 September, who agreed to recommend a salary of £165k for Matt Prosser.

3. Recruitment Process

- 3.1. Following a competitive selection process, GatenbySanderson were appointed to work with Dorset Shadow Council members on the Chief Executive recruitment and selection process.
- 3.2. The following recruitment process was followed:
 - The role was advertised nationally in June
 - The Shadow Senior Appointments Committee met with representatives from GatenbySanderson on 19 July to longlist candidates
 - Longlisted candidates were interviewed in July/August by a representative from GatenbySanderson and a technical Chief Executive assessor
 - The Shadow Senior Appointments Committee met with representatives from GatenbySanderson on 24 July to agree a shortlist of candidates
 - The final assessment was held on 13 September and included a panel of external stakeholders, an employee panel (with representatives from all sovereign councils) and the Shadow Senior Appointments Committee.

4. Recommendation

Following a final assessment and stakeholder involvement stage of the process for all shortlisted candidates for the post of Chief Executive of Dorset Council, the Committee it was agreed that Matt Prosser should be recommended for appointment to the Shadow Dorset Council meeting on 27 September 2018 from 1 October 2018 as Chief Executive designate, and from 1 April 2019 as Chief Executive.