



Report to Council

Report of: Director of Human Resources and Customer Services

Date: 7 October 2020

Subject: Interim Arrangements For Undertaking The Responsibilities Of The Chief Executive

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Summary: This report provides details of the arrangements put in place to undertake the functions of the Chief Executive during the three month period between the departure of the Interim Chief Executive and the new Chief Executive starting in post in early January 2021, and seeks approval for the Executive Director, People Services to be designated as the Head of Paid Service for the Council.

Recommendations: The recommendations are set out on page 3 of the report.

Background Papers:

Report to Council on 4 December, 2019 - Appointment To The Post Of Interim Chief Executive And Head Of Paid Service

Report to Council on 12 August, 2020 - Appointment To The Post Of Chief Executive And Head Of Paid Service

Category of Report: OPEN

**INTERIM ARRANGEMENTS FOR UNDERTAKING THE RESPONSIBILITIES OF
THE CHIEF EXECUTIVE**

1. At the meeting of the Council on 4th December 2019, it was agreed that Charlie Adan be appointed as Interim Chief Executive and Head of Paid Service for the Council, pending the appointment of a permanent Chief Executive. This followed the retirement of John Mothersole at the end of 2019. Charlie started in post in January 2020.
2. Charlie will be stepping down as Interim Chief Executive and Head of Paid Service after this meeting of the Council. She has helped lead the Council in a particularly challenging period during the continuing pandemic crisis.
3. At the extraordinary meeting of the Council on 12th August 2020, approval was given to the appointment of Kate Josephs to the post of Chief Executive and Head of Paid Service. Kate will take up her post on 4th January 2021.
4. From 8th October 2020 to 3rd January 2021, during the period between Charlie's departure and Kate's arrival, Eugene Walker (Executive Director, Resources) and John Macilwraith (Executive Director, People Services) will share the responsibilities of the Chief Executive. John and Eugene have the knowledge, experience and expertise to guide the Authority during this interim period, building on the plans Charlie has developed during her time with the Council. They both know the Authority very well and the challenges it faces and will provide continuity in response to Covid-19 and ongoing development of the organisation and preparedness to respond to the Council's future challenges. Along with support from the wider senior leadership group, they will provide continued strategic leadership for Sheffield City Council and ensure the organisation continues to deliver for the residents and businesses of Sheffield during that transition period.
5. There is a requirement, under Section 4 of the Local Government & Housing Act 1989, for every local authority to designate one of their officers as its Head of Paid Service. As the post is responsible for the organisation of the local authority's staff, a chief executive always carries this statutory designation in addition to the other accountabilities as specified by the employing authority. However, the legislation does not require a local authority to have the post of chief executive to exercise this function; as long as an officer is formally designated as Head of Paid Service, they are meeting the requirements of the Act.
6. The Council's Head of Paid Service is currently designated to the post of Chief Executive. This also includes an interim appointment to that position. In view of

the arrangements outlined earlier in this report for covering the responsibilities of the post of Chief Executive until Kate Josephs starts in that post, it is proposed that John Macilwraith is appointed to the role of Head of Paid Service. Eugene Walker will continue to fulfil the statutory role of Chief Finance Officer under Section 151 of the Local Government Act 1972.

7. **Legal Implications** - The legal implications are covered in the body of the report.
8. **Financial and Commercial Implications** – There are no significant or material financial implications from the revised arrangements proposed in this report.

Recommendations

That the Council:-

- (a) places on record its thanks for the service provided to the Council by Charlie Adan in the role of Interim Chief Executive during such a challenging time, and extends to her its best wishes for the future;
- (b) notes the interim arrangements put in place to cover the Chief Executive's responsibilities and provide strategic leadership for the Authority during the three month period from 8th October 2020 to 3rd January 2021, as described in this report; and
- (c) designates the Executive Director, People Services, as the Council's Head of Paid Service, and approves a change to the list of Statutory/Proper Officers, as set out in Part 7 (Management Structure and Statutory/Proper Officers) of the Council's Constitution, to reflect this re-designation;
- (d) notes that the changes to the Proper Officer designations within Part 7 of the Constitution, approved by the Council on 4th December 2019, upon the appointment of the Interim Chief Executive, are to remain in force, but that further changes are expected to be made once the new Chief Executive is in post; and
- (e) notes that all references to the Chief Executive in the Constitution are to be read as referring to the Executive Director, People Services, or the Executive Director, Resources, in their capacities as covering those responsibilities.

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