



North East Leadership Board

Annual Meeting

Tuesday, 16th June 2015 at 2.00 pm

Meeting to be held in a Committee Room, Sunderland Civic Centre, Burdon Road, Sunderland, SR2 7SN

www.northeastca.gov.uk

SUPPLEMENTAL AGENDA

Page No

6. Appointment of Committees and Agreement of Membership, Appointment of Chairs and Vice-Chairs, Appointment of Co-opted Members, Appointment of External Auditors and Appointment of the Head of Paid Service

Appointment and Designation of a Head of Paid Service for the North East Combined Authority (NECA) 1 - 6

Contact Officer: Victoria Miller Tel: 0191 211 5118 E-mail: victoria.miller@newcastle.gov.uk

To All Members

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North East Combined Authority

North East Leadership Board (NELB)

Date: 16 June 2015

Subject: Appointment and Designation of a Head of Paid Service for the North East Combined Authority (NECA)

Report Of: Monitoring Officer

Executive Summary

The purpose of this report is to invite the Leadership Board to agree the appointment of Adam Wilkinson and his designation as the Head of Paid Service for the North East Combined Authority (NECA), from 16 June 2015 for a period of 6 to 9 months on a part time basis equivalent to 3 days a week.

Recommendations

It is recommended that the Leadership Board agree to:

- i. the appointment of Adam Wilkinson by the North East Combined Authority for a period of 6 to 9 months commencing on 16 June 2015; and
- ii. the designation of Adam Wilkinson as the Head of Paid Service for the North East Combined Authority for the duration of the appointment.

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1 Background Information

- 1.1 The role of the Head of Paid Service for the NECA has to date been fulfilled through seconding the Chair of the Chief Executives' Group to the NECA for two days per week. Whilst this has proved effective in the first year of the Authority, going forward greater capacity is required to perform this role given the developing national context for the NECA.
- 1.2 The services of a Head of Paid Service on an interim basis is considered to be required for 3 days per week for a period of between 6 to 9 months, whilst the appointment of a permanent joint Chief Executive for NECA and NELEP is undertaken.
- 1.3 A representative group from the Leadership Board consisting of Councillors Henig and Watson met with two potential candidates, as recommended to them by the Chief Executives' Group. Following those meetings, the group agreed that Mr Adam Wilkinson was the preferred candidate.
- 1.4 Mr Wilkinson's career has to date involved 32 years in local government, including 5 years most recently as the Chief Executive/Head of Paid Service for Derby City Council. He has a wide range of experience, with a regeneration background that has included roles such as the Managing Director of Environment and Regeneration with Kent County Council, and Strategic Director of Environment and Development with Rotherham Metropolitan Borough Council.
- 1.5 The Leadership Board is asked to agree Mr Wilkinson's appointment to the NECA and his designation as the Head of Paid Service on an interim basis from 16 June 2015 for a period of 6 to 9 months, until a permanent appointment is made.

2 Proposals

- 2.1 It is recommended that the Leadership Board agree to:
 - i. the appointment of Adam Wilkinson by the North east Combined Authority for a period of 6 to 9 months commencing on 16 June 2015; and
 - ii. the designation of Adam Wilkinson as the Head of Paid Service for the North East Combined Authority for the duration of the appointment.

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3 Next Steps

- 3.1 If the decision of the Leadership Board is to appoint Mr Wilkinson and designate him as the Head of Paid Service, it will ensure compliance with the requirements of s.4 of the Local Government and Housing Act 1989.

4 Potential Impact on Objectives

- 4.1 The appointment of a Head of Paid Service on an interim basis will provide the capacity for this role to enable the effective discharge of the functions undertaken by the NECA pending the Leadership Board agreeing longer term plans for the role.

5 Finance and Other Resources

- 5.1 The estimated cost of the appointment is £112k, plus local travelling expenses for the 9 months period. This is based upon an agreed contracted rate of £825 per day plus an agency fee of 16%. The fee includes any accommodation costs and travel to and from the area.
- 5.2 This cost will be funded from a combination of the current NECA Corporate Budget plus use of NECA General Reserve in the current year. The Chief Finance Officer estimates this draw on reserves in the current year could be up to £45k.
- 5.3 Consideration of the adequacy of the level of reserves and any top up of reserves that may be required in future years will be considered by the Leadership Board as part of the 2016/17 Budget setting process in January 2016.

6 Legal

- 6.1 By virtue of section 4 of the Local Government and Housing Act 1989 a “relevant authority”, which includes a Combined Authority, has a duty to designate one of its officers as the Head of Paid Service. The role may be fulfilled by a person appointed to the NECA on the basis of a contract for services as opposed to an employee.

7 Other Considerations

7.1 Consultation/Community Engagement

The Leaders and Elected Mayor as well as the Chief Executives of the Constituent Authorities were consulted on the arrangements for the appointment of the Head of Paid Service. Two Leaders were also members of the interviewing panel.

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7.2 Human Rights

There are no human rights implications in relation to this report.

7.3 Equalities and Diversity

There are no specific equalities and diversity implications arising from this report.

7.4 Risk Management

There are no specific risk management implications arising from this report.

7.5 Crime and Disorder

There are no specific crime and disorder implications arising from this report.

7.6 Environment and Sustainability

There are no specific environment and sustainability implications arising from this report.

8 Background Documents

8.1 None

9 Links to Local Transport Plans

9.1 None

10 Appendices

10.1 None

11 Contact Officers

11.1 Vivienne Geary, Monitoring Officer for the NECA -
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12 Sign off

- Head of Paid Service ✓
- Monitoring Officer ✓
- Chief Finance Officer ✓

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