

AGENDA ITEM 3

REPORT TO THE TEES VALLEY COMBINED AUTHORITY

15 APRIL 2016

REPORT OF DIRECTOR OF HR, LEGAL AND COMMUNICATIONS (STOCKTON-ON-TEES BOROUGH COUNCIL)

APPOINTMENT OF HEAD OF PAID SERVICE

SUMMARY

The purpose of this report is to seek approval for the appointment of the Head of Paid Service for Tees Valley Combined Authority (TVCA) in accordance with paragraph 3 of Section 4.4 of the TVCA Constitution. This report sets out a summary of the recruitment and selection process which has been undertaken and makes a recommendation for appointment.

RECOMMENDATIONS

1. The Board approve the appointment of Mr Andrew Lewis MA(Cantab) MPhil (Oxon) FRSA

DETAIL

1. A recruitment process to identify a Head of Paid Service for TVCA was initially started in early autumn 2015. The aim being to identify a successor for Mr Stephen Catchpole (MD of TVU) who would take over following Mr Catchpole's planned retirement on 31/3/2015. However, the initial process was paused in November 2015 to allow time for consideration of the Devolution Deal and to reassess requirements in the light of the deal.
2. A new selection process was begun in January 2016. This process has involved:
 - a. A comprehensive search process using Recruitment Consultant's Gatenby Sanderson. The Search was supported with national and local advertising and attracted a high number of applications.
 - b. The selection process has then involved a comprehensive process of shortlisting based on reviews of applications, references, personality profiling and initial interviews.
 - c. This process culminated in a final selection process on 7 April 2016 which involved a final assessment of candidates by members of the TVCA Board, a panel of business representatives, a panel of public sector and LEP representatives and a panel of the Local Authority Chief Executives.
3. The final stage in the process, and the purpose of this paper, is to seek formal approval of the appointment from the TVCA Board in line with the requirements as set out in para 3 of Section 4.4 of the TVCA Constitution.

FINANCIAL IMPLICATIONS

All costs associated with the appointment process and with the ongoing employment are covered in the TVCA Medium Term Financial Plan.

LEGAL IMPLICATIONS

The appointment process has been approved by the TVCA Monitoring Officer.

RISK ASSESSMENT

This matter is categorised as low to medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.

CONSULTATION

As noted in the detail of the report above, members of the TVCA board, business representatives, LEP and public sector representatives and the Chief Executives of the 5 Local Authorities have been consulted throughout the selection process.

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Members' Interests

Members (including co-opted Members) should consider whether they have a personal interest in any item, as defined in **paragraphs 9 and 11** of the Tees Valley Combined Authority's (TVCA) code of conduct and, if so, declare the existence and nature of that interest in accordance with and/or taking account of **paragraphs 12 - 17** of the code.

Where a Member regards him/herself as having a personal interest, as described in **paragraph 16** of the code, in any business of the TVCA he/she must then, **in accordance with paragraph 18** of the code, consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest and the business:-

- affects the members financial position or the financial position of a person or body described in **paragraph 17** of the code, or
- relates to the determining of any approval, consent, licence, permission or registration in relation to the member or any person or body described in **paragraph 17** of the code.

A Member with a personal interest, as described in **paragraph 18** of the code, may attend the meeting but must not take part in the consideration and voting upon the relevant item of business. However, a member with such an interest may make representations, answer questions or give evidence relating to that business before the business is considered or voted on, provided the public are also allowed to attend the meeting for the same purpose whether under a statutory right or otherwise (**paragraph 19** of the code)

Disclosable Pecuniary Interests

It is a criminal offence for a member to participate in any discussion or vote on a matter in which he/she has a disclosable pecuniary interest (and where an appropriate dispensation has not been granted) **paragraph 20** of the code.

Members are required to comply with any procedural rule adopted by the TVCA which requires a member to leave the meeting room whilst the meeting is discussing a matter in which that member has a disclosable pecuniary interest (**paragraph 21** of the code)