

Part A

Report to: Council

Date of meeting: 15 October 2019

Report author: Group Head of Human Resources

Title: Appointment of Managing Director, Head of Paid Service
Electoral Registration Officer and Returning Officer

1.0 Summary

1.1 This report recommends the appointment of Donna Nolan as Managing Director and Head of Paid Service, for Watford Borough Council, effective from 3 February 2020.

1.2 In addition to her role as Managing Director and Head of Paid Service, Donna Nolan will also be appointed as Electoral Registration Officer and Returning Officer for Watford Borough Council and Clerk to the West Herts Crematorium Joint Committee.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Offer is rejected by the candidate	Watford has no statutory Head of Paid Service	Verbal offer has been made and accepted.	Treat	4
Candidate is not sufficiently experienced or qualified for the role	Candidate is unable to fulfil the duties of the role.	Robust recruitment methods in place involving a variety of assessments of the candidate. References and pre-employment checks are completed.	Treat	4
Insufficient budget available to pay the candidate	Offer of employment is rejected	Offer is made within the budget allocated for the role	Treat	2

3.0 **Recommendations**

- 3.1 That Council approve the appointment of Donna Nolan as Managing Director and Head of Paid Service for Watford Borough Council. Donna will also be the Electoral Registration Officer and Returning Officer for Watford and Clerk to the West Herts Crematorium Joint Committee.

Further information:

Terry Baldwin

terry.baldwin@watford.gov.uk

Report approved by: Manny Lewis

4.0 **Detailed proposal**

- 4.1 Following the notification in May 2019 by Manny Lewis of his intention to retire and leave Watford Borough Council on 31 March 2020, a recruitment process was instigated to identify a new Managing Director and Head of Paid Service. Solace were appointed to support this search and recruitment commenced in May 2019. The post was advertised with a salary range of £135,000 to £140,000 plus Returning Officer fees and fees for acting as Clerk to the West Herts Crematorium Joint Committee.
- 4.2 19 applications for the position were received and of these six were shortlisted for interviews on 18 September 2019. The process on 18 September, which was facilitated and supported by Solace and HR, involved:
- A meeting with the elected Mayor, Peter Taylor;
 - A discussion with a stakeholder panel;
 - A discussion with two portfolio holders;
 - An interview with Operational Leadership Team (Heads of Service)
 - An interview with Strategic Leadership team (Director of Finance, Group Heads of Service, Head of Finance)
 - A written exercise
 - A tour of the Borough.
- 4.3 From these six candidates, the Appointments Panel shortlisted 4 candidates for final interview on 19 September 2019. The Appointments panel consisted of:
- CLlr Mark Watkin (Chair)
 - CLlr Sohail Bashir
 - CLlr Steve Johnson
 - CLlr Jennifer Pattinson
 - CLlr Derek Scudder.

Of the four candidates interviewed, the appointments panel concluded there were two candidates who were considered as appointable for the role; however they unanimously agreed Donna Nolan was the strongest candidate and should be offered the role, subject to final approval by Council.

4.4 In accordance with the Constitution, the council's Monitoring Officer subsequent to the appointments panel recommendation, formally notified the Executive of the proposal and requested that any concerns about this proposed appointment were notified to her or the Group Head of HR in writing within 3 working days i.e. by no later than 5 pm on 24 September 2019. No concerns were raised and therefore the appointment of Donna Nolan as Managing Director and Head of Paid Service for Watford Borough Council is recommended to Council on a salary of £135,000 per annum. In addition to these roles, Donna Nolan will also be required to undertake the roles of Electoral Registration Officer and Returning Officer for Watford and act as honorary Clerk to West Herts Crematorium Joint Committee.

4.5 Donna Nolan is currently employed as Deputy CEO for Mendip District Council where she has held this position since 2016. Prior to that and from 2011 to 2016, Donna was Corporate Manager and Monitoring Officer for Mendip District Council. Allowing for a notice period of three months, her provisional start date is 3rd February 2020.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that there are no financial implications contained in this report.

5.2 **Legal Issues (Monitoring Officer)**

5.2.1 The Group Head of Democracy and Governance comments that this appointment must be approved by Council.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 Having had regard to the council's obligations under s149, it is considered that the appointment of Managing Director and Head of Paid Service was openly advertised to a variety of candidates and shortlisting conducted in a fair and equitable manner, using external experts, Solace, to support the Council.

Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 **Staffing**

5.4.1 None

5.5 **Accommodation**

5.5.1 None

5.6 **Community Safety/Crime and Disorder**

5.6.1 None

5.7 **Sustainability**

5.7.1 None

Appendices

None

Background papers

No papers were used in the preparation of this report.