

Paper No. WRWA **23-35****WESTERN RIVERSIDE WASTE AUTHORITY**

MEETING	22 nd November 2023
REPORT AUTHOR/DATE	Clerk (Contact Bayo Dosunmu - Tel. 020 8871 2788) 14 th November 2023
SUBJECT	This report informs Members of the retirement on 31 st December 2023 of Mr. Mark Broxup, the Authority's General Manager. It also sets out the proposed timetable for advertising of the vacant post and arrangements for the appointment of his successor.
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STATUS	Open - circulation of this paper is not restricted
BACKGROUND PAPERS	None

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BACKGROUND

- 1) The General Manager, Mr. Mark Broxup, has given notice he plans to retire under the Local Government Pension Scheme at age 61 on 31st December 2023.

APPOINTMENTS COMMITTEE

- 2) In the past, when a vacancy in this post has occurred the Authority has delegated recruitment actions and decisions on the appointment to this post to an Appointment Committee of four Authority Members (with one Member being appointed from each of the four constituent councils). To provide the greatest flexibility it is recommended that the Clerk be authorised to appoint the four Member Appointment Committee, following consultation with Members, on the basis of one Member per constituent council subject to it being agreed that the Chair of the Authority will be appointed to chair the committee.
- 3) Under existing policy, the post would be filled by a nationally advertised recruitment process. It is expected that the post would be advertised on the current salary scale and terms and conditions, which are considered competitive and appropriate, but this would be tested as part of an independent review (see below).
- 4) The proposed timetable for the recruitment process is set out in the Appendix A to this report. Appendix B sets out the proposed terms of reference of the Appointment Committee.

INDEPENDENT REVIEW

- 5) Mr Broxup has been in post for the last 15 years, so it is timely for the Authority to commission a review of the current management structure and reporting lines within the overall governance framework. A major part of this review will be to provide a shape to the role and the governance arrangements that will maximise the chances of attracting a strong field of applicants for the new General Manager role (post title also subject to the review). It is proposed that the Appointments Committee receive the recommendations of this review and use it to agree a new Job Description and Personal Specification for the post prior to advertising the vacancy.

INTERIM ARRANGEMENTS

- 6) In accordance with the Rules of the Authority, in the absence of the General Manager, the Deputy General Manager, Ms Rachel Espinosa, will exercise all the powers and functions of the Authority delegated to the General Manager i.e. she will be the Acting General Manager until the position is permanently filled. This arrangement will begin immediately following Mr Broxup's last working day.
- 7) To ensure that the continued smooth running of the Authority and in particular the work on the Joint Municipal Waste Strategy and the Authority's Procurement Strategy officers are recruiting to an Interim Acting Deputy General Manager to assist Ms Espinosa during this period. An oral update on progress with this appointment will be given at the Authority meeting.

COMMENTS OF THE TREASURER

- 8) The estimated cost of the independent review described in paragraph 5 above is yet to be determined, final scoping of the work is required which will help define the time required. The final costs of the recruitment process will be determined by a competitive tendering process. Activities for recruitment will include direct approaches to likely strong applicants, co-ordination of due diligence checks, psychometrics as required, as well as launch of a microsite and media campaign.
- 9) The costs of both exercises which are not expected to exceed £45,000 can be met from the Authority's revenue budget in 2023/24.

RECOMMENDATIONS

- 10) The Authority is recommended to:-
 - a) agree that the vacancy in the post which will arise as a result of Mr. Broxup's retirement be filled;
 - b) authorise the Clerk to appoint a four Member Appointments Committee, following consultation with Members, on the basis of one Member per constituent council subject to it being agreed that the Chair of the Authority will chair the committee;
 - c) note the arrangements for recruitment and the provisional timetable set out in Appendix A to this report;
 - d) approve the proposed terms of reference and procedural rules of the Appointment Committee as set out in Appendix B; and

e) otherwise receive the report as information.

B. Dosunmu
CLERK

Western Riverside Administration Office
Smugglers Way
Wandsworth
SW18 1JS

14th November 2023

APPENDIX A

PROPOSED TIMETABLE

	Task	Timescales
1	Carry out independent review to include proposed update of Job Description and Personal Specification	tbc (Jan/Feb 24 or earlier)
2	Appoint search agent – will also provide further advice on JD/PS and will define timescales for campaign	Within 3 weeks from completion of review
3	Appointments Committee approve 1-2 above	
4	Campaign launch	Normally circa 2 weeks from formal agreement
4	Applications for post close	Campaign length circa 3 weeks
5	Officers conduct long listing interviews, obtain references, and propose shortlist.	
6	Appointments Committee undertakes interviews of shortlisted candidates, makes appointment and letter sent by the Chair	Long listing and short listing should be carried out as swiftly as possible
7	Successful candidate serves out notice period and takes up appointment.	Notice normally 3 months

PROPOSED TERMS OF REFERENCE AND PROCEDURAL RULES

- 1) The proposed terms of reference for the Appointments Committee are as follows:-
 - a) To agree the Job Description and Personal Specification following the independent review and any additional advice from the search agent.
 - b) To agree the appointment of a suitable search agent to oversee the campaign and selection processes.
 - c) To agree key milestones for the selection process as proposed by the search agent
 - d) Interview the shortlisted candidates.
 - e) Agree the appointment of one of the candidates for the post or, if no suitable candidate emerges, to report back to the full Authority on the position.

- 2) The proposed procedural rules for the Appointments Committee are as follows:-
 - a) The Chair of the Committee shall be the Chair of the Authority.
 - b) The Chair shall have a second and casting vote in the event of a tied vote.
 - c) The quorum for the Committee shall be two Members.
 - d) In the absence of the Chair, the Committee may appoint a Member to act as Chair.
 - e) The procedural rules shall follow those of the Authority itself.
 - f) The Committee will cease to function following a successful appointment.