

<b>27 June 2016</b>		<b>ITEM: 6</b>
<b>General Services Committee</b>		
<b>To Agree The Appointment Of The Director Of Commercial Services</b>		
<b>Wards and communities affected:</b> N/A	<b>Key Decision:</b> N/A	
<b>Report of: Chief Executive</b>		
<b>Accountable Head of Service: N/A</b>		
<b>Accountable Director: Lyn Carpenter, Chief Executive</b>		
<b>This report is Public</b>		
<b>Date of notice given of exempt or confidential report:</b>		

### **Executive Summary**

The role of Director of Commercial Services and Commissioning formed part of the new senior team following the Chief Executives restructure in 2015. Despite an extensive campaign and careful consideration by General Services Committee an appointment was not made to the role in March. It was agreed the Chief Executive would review the role before proceeding with further recruitment.

The review of the post has been conducted and the role has been focussed upon the commercial requirements to drive income generation for the council and ensuring best value from our contracting. With delegated authority interviews were held in March.

#### **1. Recommendation(s)**

##### **1.1 To agree the appointment of Sharon Bayliss as Director of Commercial Services.**

#### **2. Introduction and Background**

2.1 Following the unsuccessful recruitment of the Director of Commercial Services and Commissioning role in March, the Chief Executive reviewed the role to focus on the commercial requirements to drive income generation. This position is now a part time role which will constitute two days a week, representing a reduction in salary costs and a further decrease in the overall costs of senior managers

- 2.2 The members of the General Services Committee approved to delegate authority to the Chief Executive to proceed with the attraction and appointment to the refined role on the 5<sup>th</sup> May 2016. General Services Committee can delegate authority to appoint to a non-statutory chief officer.
- 2.3 This report asks General Services Committee to agree the recommendation to appoint Mrs Sharon Bayliss as Director of Commercial Services following a full recruitment and interview process.

### **3. Issues, Options and Analysis of Options**

- 3.1 General Services Committee has within its terms of reference and the provisions of the Council's Employment Rules pursuant to The Local Authorities (Standing Orders) (England) Regulations (as amended up to 2015) authority to delegate to the officer(s) the interviewing and selection of the current non statutory Chief Officer post subject to ratification and approval of the selection by the committee. In particular by Para 1.3 of the Employment Rules - "The General Services Committee may arrange for the discharge of any of its functions under Rule 1.2 above by a Sub-Committee or (with the exception of making a recommendation to Council as set out in Rule 1.1 above or the final decision on the appointment or dismissal of a Chief Officer/Director) an Officer." This gives General Services Committee the flexibility to delegate preparatory and selection stages subject to the Committee making the final decision on the appointment of the current non statutory Chief Officer appointment
- 3.2 Following the delegation of authority from GSC to the Chief Executive, and the redefinition of the content of the role, the Director of Commercial Services was advertised externally on Jobs Go Public from Friday 6<sup>th</sup> May - Sunday 22<sup>nd</sup> May 2016. The vacancy advert received over 1000 views and a total of 9 application forms were received.
- 3.3 Shortlisting of these applications was undertaken by the Chief Executive and the Director of HR, OD and Transformation against the essential criteria detailed in the person specification with 3 candidates invited to interview.
- 3.4 The interviews were conducted on the 31<sup>st</sup> May, with Sharon Bayliss being recommended to General Services Committee to be appointed as the successful candidate.
- 3.5 Sharon brings with her a wealth of experience and knowledge having previously held similar commercial roles at London Borough of Hammersmith and Fulham and Royal Borough of Kensington & Chelsea, Sharon also has private sector experience, including roles at EDF Energy and Orange (PCS) Limited as well as running her own consultancy company working with private and public sector clients. During the interview Sharon fully demonstrated the strategic vision and operational demands of driving income and supporting the future financial independence of the council.

#### **4. Reasons for Recommendation**

- 4.1 To agree the appointment of Sharon Bayliss as the Director of Commercial Services following the interviews held on 31<sup>st</sup> March.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 The recommendation in this report is the outcome of a formal recruitment process conducted by the Chief Executive and Director of HR, OD and Transformation, following the delegation of authority by General Services Committee.

#### **6. Impact on corporate policies, priorities, performance and community impact**

- 6.1 N/A

#### **7. Implications**

##### **7.1 Financial**

Implications verified by: **Sean Clark**  
**Head of Corporate Finance**

The Director of Commercial Services post is fully funded within existing Council budgets.

##### **7.2 Legal**

Implications verified by: **David Lawson**  
**Deputy Head of Legal**

The requisite delegations and processes followed are outlined in the body of the report.

##### **7.3 Diversity and Equality**

Implications verified by: **Natalie Warren**  
**Community Development and Equalities  
Manager**

The appointment is recommended based on the council's recruitment process which is underpinned by the council's equal opportunity policy.

7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

- N/A

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- N/A

9. **Appendices to the report**

- N/A

**Report Author:**

Lyn Carpenter  
Chief Executive