
CHIEF EXECUTIVE ROLE – MANAGING THE TRANSITION

1 BACKGROUND

- 1.1 When Paul Warren announced, in June 2013, that he would be retiring as Chief Executive at the end of the calendar year (31 December 2013), the intention was always to have his successor in place prior to that date and for there to be a period of overlap, so that the transition and handover could be as smooth as possible.
- 1.2 With Amar Dave taking up the post as Chief Executive and Head of Paid Service with effect from 14 October 2013, that transition and handover period has already commenced.
- 1.3 There is an agreed induction programme in place so that Amar can familiarise himself with the organisation, its functions, practices and procedures as quickly as possible and also acquaint himself with the external environment, key partner organisations and partnership structures and linkages.
- 1.4 As Amar becomes more familiar in the role, he will take on more and more of the responsibilities and decision making and Paul Warren will start to move into the background and become more of an adviser and consultant, rather than the key point of contact and decision maker for the organisation. His presence and profile will diminish until he retires on 31 December 2013.

2 KEY CONSIDERATIONS

- 2.1 Given the above situation, it is considered that it would now be in the Council's best interests for Members to agree to Paul Warren being offered 'gardening leave', from a time agreed with Amar Dave and subject to being available for advice, guidance and work on specific themes until the time of his retirement at the end of December.
- 2.2 Otherwise, there could be a situation within the organisation where there is uncertainty and confusion as to who to contact and consult with on specific issues. There can only really be one Chief Executive and Head of Paid Service and it is suggested that this approach would ensure the handover is as clean as possible.

3 RESOURCE IMPLICATIONS

- 3.1 The additional costs arising from the appointment of Amar Dave in October will be approximately £28,000 and will be met from earmarked reserves.

4 RECOMMENDATION

- 4.1 It is proposed that Council **RESOLVES** to agree to Paul Warren being offered 'gardening leave' as and when appropriate as part of the handover process, to ensure as smooth a transition as possible.

Paul Warren
Chief Executive

Background Papers:-

None.

For further information please contact Paul Warren (Chief Executive) on:-

Phone: 01702 318199

Email: paul.warren@rochford.gov.uk

If you would like this report in large print, Braille or another language please contact 01702 318111.