

Transport for the North Board

Subject: Chief Executive Appointment & Interim Arrangements

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Sponsor: Dawn Madin, Director of Business Capabilities

Meeting Date: Friday 16 April 2021

1. Purpose of the Report:

1.1 The purpose of this report is for Members to consider and resolve upon the following matters:

- a) Approval of the Appointment Panel's preferred candidate for the permanent Chief Executive Officer role;
- b) Approval of the Appointment Panel's recommended interim cover arrangements for the Chief Executive Officer role; and
- c) Agreement of the management arrangements for the permanent Chief Executive and Interim Chief Executive.

2. Executive Summary:

2.1 The Appointment Panel and recruitment process for Transport for the North (TfN) Chief Executive was agreed at the TfN Board meeting on 14 January 2021. The Appointment Panel appointed by Board for this assignment was:

- John Cridland, Transport for the North Chair
- Cllr Louise Gittins, TfN Vice Chair
- Mayor Ben Houchen, TfN Vice Chair
- Cllr Keith Aspden, City of York Council
- Peter Kennan, SCR LEP Representative
- Emma Ward, Department for Transport

2.2 Since inception, the Appointment Panel has met on six occasions to agree on and carry out all aspects of the process including a two-stage interview process.

2.3 On Tuesday 24 March 2021, the TfN Board agreed to a second stage interview with a narrowed shortlist of candidates. This subsequently took place with two nominated substitute members – as per the Panel Terms of Reference – namely Cllr Heather Scott (for Mayor Houchen) and Cllr Chris Brewis (for Cllr Aspden).

2.4 Following the interviews, the Panel has identified a preferred candidate for the permanent role, now recommended for TfN Board approval alongside interim measures.

3. Discussion:

3.1 Permanent Chief Executive

3.2 Six shortlisted candidates were interviewed, following which, two preferred candidates were taken through to a final stage interview.

3.3 After careful consideration, the Appointment Panel has identified Martin Tugwell as its preferred candidate. The Panel is therefore recommending that the TfN Board approves a formal offer of employment to this candidate.

3.4 Martin is currently Programme Director at England's Economic Heartland, the sub-national transport body for the region including the Oxford – Milton Keynes – Cambridge Arc. It is the latest position in a lengthy career in transport planning in the public sector. He is also a fellow and current President of the Chartered Institute of Highways and Transportation (CIHT).

3.5 The preferred candidate has a notice period of three months. We are working with Martin to secure a start date; it is envisaged that this will be sometime in July.

3.6 The Chief Executive is accountable to and reports to the TfN Board. Unless an alternative mechanism for the management arrangement (objective setting/management of performance) for this postholder is established and agreed, these management arrangements will remain with the Board. For example, the new Chief Executive will be subject to a six-month probationary period, which will require a set of probationary milestones/objectives and an associated review mechanism to be established. The Board will be responsible for approving the permanent appointment of the Chief Executive after successful completion of the probationary period.

3.7 The Board may, if it chooses, delegate its responsibilities (other than offer of appointment and confirmation of appointment) to a committee of its Members, although under section 101 of the Local Government Act 1972 there is no power to delegate responsibilities to a single Member.

3.8 As agreed at the TfN Board meeting in March, there is currently a workstream underway to explore the function and membership of the General Purposes Committee and a consultation on future decision-making structures. It is recommended that this group also considers Chief Executive management arrangements, with recommendations brought back to next Board meeting for approval.

- 3.9 A comprehensive Induction Process has been developed to support the smooth transition and on-boarding of the new Chief Executive and will include phased introductory meetings with Board members.

3.10 Interim Chief Executive Arrangements

- 3.11 Current TfN Chief Executive, Barry White's, last working day with TfN is 21 April 2021. As such, there will be a gap of approximately up to 3 months before the new Chief Executive commences employment.

- 3.12 The Appointment Panel recommends the TfN Board approve that TfN's NPR Director, Tim Wood, is appointed to undertake the role of Interim Chief Executive (Head of Paid Service) with effect from 20 April 2021, until such time as the new permanent Chief Executive commences employment. It should be further noted that this proposal accords with the arrangements set out in TfN's Constitution with regards to who is designated these responsibilities in the absence of Chief Executive.

- 3.13 As per the permanent appointment, the TfN Board will need to agree a mechanism for management arrangements for the Interim Chief Executive.

- 3.14 Subject to TfN Board approving both the permanent and Interim Chief Executive appointments, the necessary arrangements will be put in place to proactively communicate the outcome.

4. Recommendations:

- 4.1 The TfN Board:

- a) Approves the appointment of Martin Tugwell as permanent Chief Executive and Head of Paid Service subject to completion of all required pre-employment and medical clearances.
- b) Considers and agrees the required management arrangements for the permanent and Interim Chief Executive roles, noting the most pressing matter is setting of probationary objectives and performance review during this period.
- c) Approves the appointment of Tim Wood as Interim Chief Executive and Head of Paid Service with effect from 20 April 2021 until such time the next permanent Chief Executive commences employment.

Required Considerations
Equalities:

Age	Yes	No
Disability	Yes	No
Gender Reassignment	Yes	No
Pregnancy and Maternity	Yes	No
Race	Yes	No
Religion or Belief	Yes	No
Sex	Yes	No
Sexual Orientation	Yes	No

Consideration	Comment	Responsible Officer	Director
Equalities	A full impact assessment has not been carried out given this is an internal TfN resourcing matter.	Stephen Hipwell	Dawn Madin

Environment and Sustainability

Yes	No
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Consideration	Comment	Responsible Officer	Director
Sustainability / Environment – including considerations regarding Active Travel and Wellbeing	A full impact assessment has not been carried out as is not applicable.	Stephen Hipwell	Dawn Madin

Legal

Yes	No
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Consideration	Comment	Responsible Officer	Director
Legal	Legal implications are covered within the report.	Julie Openshaw	Dawn Madin

Finance

Yes	No
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Consideration	Comment	Responsible Officer	Director
Finance	Whilst the NPR Director will receive a small salary uplift for providing interim cover, an overall salary cost saving will be generated during this interim cover period as there is no intention to backfill his substantive role.	Iain Craven	Iain Craven

Resource

Yes	No
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Consideration	Comment	Responsible Officer	Director
Resource	The resource implications have been considered and are included in the report.	Stephen Hipwell	Dawn Madin

Risk

Yes	No
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Consideration	Comment	Responsible Officer	Director
Risk	The key risks are included in the report.	Iain Craven	Iain Craven

Consultation

Yes	No
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Consideration	Comment	Responsible Officer	Director
Consultation	A consultation has not been carried out given this is an internal TfN resourcing matter.	Stephen Hipwell	Dawn Madin