



**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE
HELD AT THE TOWN HALL, PETERBOROUGH ON 11 OCTOBER 2013**

Members Present: Councillors Lamb (Chairman), Walsh, Fitzgerald, Cereste, Khan, Swift and Sandford

Officers Present: Gillian Beasley, Chief Executive
Mike Kealey, HR Advisor
Rona Hendry, Branch Secretary, Unison
Gemma George, Senior Governance Officer

1. Apologies for Absence

Apologies for absence were received from Councillor Holdich.

Councillor Cereste was in attendance as substitute.

2. Declarations of Interest

There were no declarations of interest made by Members of the Committee.

Gillian Beasley advised that she would leave the meeting room when the Chief Executive's Job description was being discussed during agenda item 4, and for the discussion relating to the Chief Executive's pay scale during agenda item 5.

3. Exclusion of Press and Public

In accordance with Standing Orders, the Committee was asked to determine whether agenda item 5, Proposal to Review the Senior Manager Pay Scale, which contained exempt information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority, as defined by Paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting when the report was discussed, or whether the public interest in disclosing the information outweighed the public interest in maintaining the exemption.

The Committee unanimously agreed to the exclusion of the press and public for agenda item 5.

4. Senior Management Restructure – Proposed Job Descriptions and Job Evaluation Process

The Chief Executive presented a report to the Committee which provided further detail in relation to the job descriptions for those posts which formed part of the senior management restructure. The report followed the initial paper submitted to the Committee on 27 September 2013.

The report sought the Committee's approval for the proposed job descriptions for both the revised and newly created posts and provided an opportunity for the Committee to ensure that all the roles had job descriptions which accurately reflected the work undertaken and the standards expected of the post holder.

The senior management restructure, proposed by the Chief Executive, had led to the creation of four new posts and the revision of four existing posts within the senior management structure. The job descriptions for the four new posts included:

- Director of People;
- Director of Place;
- Director of Governance; and
- Head of Corporate Property and Children's Resources.

The job descriptions for the four existing posts included:

- Chief Executive;
- Executive Director Resources;
- Executive Director Children's Services; and
- Executive Director Adult Social Care and Health and Wellbeing.

The Committee was advised that the job descriptions had been written by the Head of Human Resources using a standard template to ensure consistency and to facilitate the evaluation process. The job descriptions had subsequently been reviewed and approved by the Chief Executive, in consultation with the relevant portfolio holders, prior to submission to the Employment Committee for approval.

The report further detailed the job evaluation process and it was advised that when new jobs were created, or responsibilities were changed, job descriptions were required to be evaluated in accordance with the process in place for senior managers, this being the 'HAY Group Job Evaluation Method'. Following the evaluation process, a score was awarded which related to an agreed 'Pay Scale'.

Members were provided with a summary overview of the HAY process and it was advised that all of the jobs had been evaluated in draft form and the next stage of the process would be to consult all of the senior managers involved and to advise them of the relevant scores awarded.

Following the scores being disclosed to the senior managers, there was a process of appeal in place, should a post holder be dissatisfied with the outcome of the evaluation.

A separate report, agenda item 5, had been submitted to the Employment Committee to consider consultation on the revision of the 'Senior Manager Pay Scale'. If agreed, the revised pay scale would be applied to determine the remuneration of the posts.

An overview was provided of each job description in turn and key points highlighted and discussed included:

i) Chief Executive

- In summary, the job description had been developed into a standardised style and other local authority Chief Executive job descriptions had been referenced to ensure a consistent approach had been adopted;
- The tasks and duties detailed within the job description were similar to those detailed within the current job description;
- The Chief Executive had statutory responsibility for school employees, regardless of whether the schools were academies or not;
- The working hours were covered within the contract of employment, making reference to both a basic working week and in the case of a

senior role, for additional hours as necessary to complete job objectives; and

- The job description was the basis for the accountability of the individual and against which the performance management of the individual was assessed. Hence the need for well written and detailed job descriptions.

ii) Executive Director Resources

- In summary, the changes to the job description related to the role assumed in relation to the 'energy and waste' work projects and also incorporated an additional report, that being the Head of Corporate Property and Children's Resources. The role was a Tier 1 role and remained the Section 151 Officer; and
- The role was diverse, with some areas of responsibility such as 'waste' which had been inherited. Members expressed concern at how the role would be filled if the current Executive Director Resources chose to leave the role. It was clarified that should the current post holder leave the role, it was standard practice to review job descriptions and to re-evaluate the position accordingly should subsequent changes be made to the job description.

iii) Executive Director Children's Services

- In summary, the role had changed so that the post holder no longer had direct commissioning responsibility, but would still have input into assessment of need. Children's Resources and the property aspect had also transferred to the Corporate Property role.

iv) Executive Director Adult Social Care and Health and Wellbeing

- In summary, the role had changed to reflect the added public health responsibilities.

v) Director of People

- In summary, the role combined commissioning activities within Children's, Adults, Neighbourhoods and Public Health, bringing the four commissioning arrangements together in one role; and
- Members commented that although it was acknowledged that there were a number of local authorities across the country which had adopted the title 'People', there was a preference for the title 'Director for Communities'.

vi) Director of Place

- In summary, the role would deliver physical growth and development in the city, and would involve making sure that the Council delivered on its economic development agenda and its regeneration agenda; and
- Members suggested that the role be called 'Director for Growth and Regeneration'.

vii) Director of Governance

- In summary, the role was responsible for a number of areas including Regulatory Services, Legal and Democratic Services, Human Resources

- and Performance Management, bringing together all of the areas which supported the organisation in good governance;
- It was commented that the Monitoring Officer, also acting as the Senior Legal Officer to Cabinet, could be perceived as a conflict of interest. In response it was advised that it was anticipated that a Head of Legal would be appointed who would take on a Deputy Monitoring Officer role. This role could include advising Cabinet, as this responsibility could be delegated by the Monitoring Officer.

viii) Head of Corporate Property and Children's Resources

- In summary, the role brought together all of the asset management and corporate property functions, and also took with it the children's resources role.

Following an overview summary of each job description, it was commented that the Director roles all stated 'to deputise for the Chief Executive'. The Chief Executive advised that she would inform Members in advance of which Director would deputise for her during any leave of absence.

RESOLVED:

The Employment Committee agreed the proposed job descriptions for the revised and newly created posts resulting from the senior management restructure, subject to the following amendments:

- i) Amend 'Director of People' to 'Director for Communities'; and
- ii) Amend 'Director of Place' to 'Director of Growth and Regeneration'.

Reasons for the decision:

To ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

5. Proposal to Review the Senior Manager Pay Scale

As agreed at agenda item 3, the meeting moved into exempt session.

A report was submitted to the Employment Committee which contained a proposal to review the senior manager pay scale at Peterborough City Council, which had not been reviewed for a number of years.

The proposal following a review of the senior management structure undertaken by the Chief Executive.

RESOLVED:

The Employment Committee agreed to commence consultation with senior managers regarding the implementation of a revised Senior Manager Pay Scale.

Reasons for the decision:

To ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

Chairman
2.30pm - 4.10pm