



**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING  
HELD AT 9AM ON  
25 AUGUST 2020  
VIA ZOOM CONFERENCE**

**Committee Members Present:** Councillors Brown (Chairman), Holdich (Vice-Chairman), Fitzgerald, Hemraj, Jamil, Yurgutene and Wiggin.

|                   |                  |  |
|-------------------|------------------|--|
| Officers Present: | Karen Craig      | Senior Rewards Officer                   |
|                   | Karen S Dunleavy | Democratic Services Officer              |
|                   | Lisa Brightey    | Reward Advisor - Policy and Projects     |
|                   | Steve Cox        | Executive Director - Place and Economy   |
|                   | Sue Grace        | Director - Customer and Digital Services |

**5. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**6. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**7. ASSISTANT DIRECTOR IT & DIGITAL SERVICES**

The Employment Committee received a report in relation to the appointment of an Assistant Director IT & Digital Services following approval of the Joint ICT Strategy to be implemented across Peterborough City Council (PCC) and Cambridgeshire County Council (CCC) alongside the formal exit of the Managed ICT Contract with Serco (PCC) and the Local Government IT Shared Services (CCC).

The purpose of the report was for the committee to consider and comment on the proposed job description and remuneration package.

The Director for Customer and Digital Services introduced the report and provided an overview of the decision to build a new IT service across both counties from Autumn 2020. The role would encompass leading the existing IT teams and would report to the Director for Customer and Digital Services and would provide an efficient service for the future with the cost being shared equally between the two councils.

The Cabinet Member for Digital Services and Transformation had requested minor changes to the job description to include commercialism, enabling the service to be offered to other councils. He had also requested that IT should lead the transformation of other services across the council.

The Employment Committee debated the report and in summary, key points raised and responses to questions included:

- Members welcomed the move away from SERCO, however they were concerned that savings could be met. Members were advised that by combining the systems

across both councils, savings should be achieved.

- This role would be leading a restructure across the whole IT service in order to deliver efficiencies.
- Existing staff from SERCO will be transferred over from 1<sup>st</sup> October 2020 under *Transfer of Undertakings (Protection of Employment) regulations (TUPE)*.
- The service could be offered to businesses outside the council. In the first instance it would probably be offered to other local authorities first as that would be a more familiar operating environment.
- The post had been evaluated using the Hay job evaluation scale.
- It was anticipated the postholder would lead on the restructuring of the IT department, Adult Services, website management and similar projects where it had been identified that merging existing teams could generate efficiencies.

The Employment Committee considered the report and **RESOLVED** (unanimously) to:

1. Note the report, having considered the proposed job description for Assistant Director IT & Digital Services for approval, making any necessary proposals for changes and, if required, delegating authority to finally approve the job descriptions to the Director Customer & Digital Services in consultation with the Chairman of Employment Committee
2. Endorse the appropriate remuneration band for the post of Assistant Director IT & Digital Services.

## **8. PLACE AND ECONOMY DIRECTORATE – SENIOR MANAGEMENT CHANGES**

The Employment Committee received a report in relation to the management structure of the Place and Economy service area with a view to adding the posts of Assistant Director Growth and Regeneration (CCC and PCC) and Assistant Director Housing (PCC)

The purpose of the report was to provide the Employment Committee with the opportunity to share views and feedback on the proposed senior management structure and the job descriptions and be satisfied that they accurately reflect the work and the standards expected of the post holders.

The Executive Director for Place & Economy CCC and PCC introduced the report, outlining his proposals for a new management structure to deliver the regeneration and housing agendas. He explained that the key responsibilities of the proposed postholders which were currently being undertaken by interim directors and felt it was important these were made permanent roles. He briefly outlined the objectives for the growth and regeneration of the city using the New Towns Funding and the £25m anticipated from central government.

There had been significant improvements in the way homelessness and rough sleepers had been managed, with significant cost savings achieved. Current considerations included better management of housing to ensure supply met demand and the setting up of an HRA (*Housing Revenue Account*) which would require leadership at Assistant Director level.

The Employment Committee debated the report and in summary, key points raised and responses to questions included:

- Savings would be achieved through the way housing management was undertaken and the collection of rent would be improved.
- These were high profile roles which would be advertised nationally.

- The remit for these roles was narrower and more specific than the service director roles previously advertised which should make recruitment more achievable. Similar roles had been recruited to other councils in the last 12 months.
- The salaries for both roles had been determined using the Hay scale with a maximum salary of £97,000. The market had been assessed through employment agencies and it was thought this salary would be sufficient to attract good candidates.
- The appointment would be formalised by the Employment Committee and any negotiations required could be considered at that stage should the salary be insufficient.

## **AGREED ACTIONS**

The Employment Committee considered the report and **RESOLVED** (unanimously) to:

1. Agree to the new senior management structure in Place & Economy Appendix A) and the creation of the following new deputy chief officer posts:
  - i. Shared Assistant Director Growth and Regeneration (shared role with Cambridgeshire County Council (CCC)
  - ii. Assistant Director Housing (100% Peterborough City Council (PCC)
2. Approve the job descriptions and, if required, delegate authority to finally approve the job descriptions to the Executive Director Place and Economy in Consultation with the Chairman of Employment Committee.
3. Approve that the tried and tested joint appointment process be followed for recruiting to the new Shared Assistant Director role for Growth and Regeneration.
4. Approve the remuneration band for the shared Assistant Director Growth & Regeneration & Assistant Director Housing.

Chairman  
25 August 2020  
9:00-9:30am