

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 3
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COMMUNITIES SENIOR MANAGEMENT STRUCTURE: PROPOSED JOB DESCRIPTIONS AND JOB EVALUATION PROCESS

RECOMMENDATIONS	
FROM : Director for Communities	
It is recommended that Employment Committee agrees the proposed job descriptions for the newly created posts in the Communities Directorate (Appendix 1).	

1. ORIGIN OF REPORT

1.1 This report follows the initial paper submitted to Employment Committee on 3rd February 2014 by the Director for Communities regarding the new senior management structure in the Communities Directorate. It provides further detail in relation to the job descriptions for those posts, which form the new senior management team.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to provide Employment Committee with the opportunity to ensure that all roles, which have either been newly created or revised as a result of the senior management proposal, have job descriptions which accurately reflect the work undertaken and the standards expected of the post holder.

2.2 This report is for the Committee to consider under its Terms of Reference:

- No. 2.3.1.1 'To appoint Directors and Heads of Service, and determine terms and conditions of employment'.
- No. 2.3.1.5 'To consider, and recommend appropriate actions where necessary in response to executive proposals relating to: (a) changes within a Department's/Division's structure which involve substantial changes in the responsibilities of first and second tier posts'.
- No. 2.3.1.6 'To promote and pursue a policy of equal opportunities in employment'.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	N/A
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4. BACKGROUND

4.1 Process for Creating / Amending Job Descriptions

4.1.1 The senior management structure proposed by the Director for Communities led to the creation of 2 new posts.

4.1.2 Detailed job descriptions were written for the newly-created posts:

- Assistant Director for Specialist Commissioning
- Assistant Director for Communities and Targeted Services (Deputy)

4.1.3 In addition, the following posts were deleted as they were no longer needed:

- Assistant Director Commissioning Adult Services
- Assistant Director Commissioning Children's Services
- Associate Director Public Health
- Head of Neighbourhoods
- Head of Specialist Commissioning Children's Services

4.1.4 The job descriptions for the two newly created Assistant Director posts were written by the Director for Communities, in conjunction with the HR Manager for Children's Services using a standard template to ensure consistency and to facilitate the evaluation process.

4.1.5 Careful consideration was given to the competencies required, resulting in the creation of a number of generic competencies across both job descriptions at this level in relation to areas such as leadership and performance. In addition, the job descriptions identify common skills and experience, which are deemed necessary to operate successfully at a senior level within Peterborough City Council.

4.1.6 Job descriptions were then reviewed and approved by the Chief Executive and shared with the relevant portfolio holder in accordance with Part 3 Section 2.3.3.11 of the Constitution before being submitted for approval to Employment Committee.

4.1.7 Please refer to Appendix 1 for the draft job descriptions.

5. JOB EVALUATION PROCESS

5.1 The grading of posts at Head of Service level and above at Peterborough City Council is determined by reference to the Hay Group Job Evaluation Method, which is applied to determine the relative size and importance of jobs within the Council as well as their difficulty.

5.2 The job evaluation process is the same as that applied to the Director roles presented to committee previously.

6. JOB EVALUATION OUTCOMES / NEXT STEPS

6.1 The draft job descriptions in Appendix 1 have been reviewed by Hay to provide an indicative point score. The point scores will not be finalised until the job descriptions are agreed by Employment Committee and any recommended changes are implemented.

6.2 Once Hay have confirmed the evaluation outcomes, the post of Assistant Director for Specialist Commissioning will be advertised in accordance with Council policy and individuals will have the opportunity to apply. Interviews will be conducted by Employment Committee and 'at risk' applicants will be given priority.

6.3 As it has been agreed that the Head of Neighbourhoods slots to the post of Assistant Director for Communities and Targeted Services (Deputy), this post will not be advertised. A further report will be submitted to Employment Committee, recommending the formal appointment of the Head of Neighbourhoods to the post of Assistant Director for Communities and Targeted Services (Deputy).

7. IMPLICATIONS

- 7.1 This paper deals with the senior management posts within the Communities directorate. The proposed job descriptions will be subject to independent evaluation by Hay, as with all job descriptions for posts at Head of Service level or above across the Council. As a result, there should be no implications for any other area, as all senior management posts will be subject to the same evaluation process, thereby ensuring consistency, equitability and fairness in the evaluation of senior manager roles at Peterborough City Council.

8. CONSULTATION

- 8.1 No unions are recognised for collective bargaining purposes for senior managers however the trade unions have been notified and those staff impacted by the proposals have been consulted with individually and in accordance with Council policies, as part of the development of the new Communities directorate.
- 8.2 Staff within the Communities directorate and the Executive Directors for Adult and Children's Services have had the opportunity to provide feedback on the senior management structure proposals and this feedback has shaped the Director for Communities conclusions, including the content of the job descriptions.

9. ANTICIPATED OUTCOMES

- 9.1 The Council will have detailed job descriptions in place for its senior managers within the Communities directorate, which clearly define the scope of the role and the associated accountabilities and responsibilities as well as the knowledge, skills and experience required on the part of the post holder to successfully perform in the role.

The Council can be reassured that a rigorous job analysis and evaluation process was undertaken in relation to the grading of the senior management posts considered in this paper.

- 9.2 Through the implementation of an independent and rigorous job evaluation process, the Council can demonstrate credibility, discipline and fairness in managing its resources and will be able to maintain equity within its compensation processes and minimise the risk of equal pay issues.

10. REASONS FOR RECOMMENDATIONS

- 10.1 These proposed changes are to ensure the Council operates within frameworks that are lawful, best practice, transparent and consistent.

11. ALTERNATIVE OPTIONS CONSIDERED

- 11.1 Consideration was given as to whether job descriptions needed to be reviewed and re-evaluated for posts within the senior management team. As there were significant changes in these posts, it was agreed that failure to revise and re-evaluate these job descriptions could lead to inconsistencies and inequalities.

12. BACKGROUND DOCUMENTS

- 12.1 JNC Chief Officer Handbook

13. APPENDICES

- Appendix 1: Draft Job Descriptions

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