

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 12 FEBRUARY 2014**

**Members Present:** Councillors Lamb, Fitzgerald, Walsh, Todd, Khan, Swift and Davidson.

**Officers present:** Wendi Ogle-Welbourn, Director for Communities  
Mike Kealey, Advisor to HR  
Lyn Neely, Head of HR  
Karen S Dunleavy, Governance Officer

**1. Apologies for Absence**

Apologies were received from Councillors Holdich, Cereste and Sandford.

Councillors Todd and Davidson were in attendance as substitutes.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Communities Senior Management Structure - Proposed Job Descriptions and Job Evaluation Process**

The Director of Communities introduced a report to the Committee, on the Communities Directorate senior management structure, proposed job descriptions and job evaluation process. The report outlined the new senior management structure in the Communities Directorate, which had previously been approved at Employment Committee on 3 February 2014.

The Committee's attention was drawn to the draft job descriptions, which had been reviewed by Hay to provide an indicative point score. In addition, the Committee was advised by the Director of Communities that that the point scores would not be finalised until the job descriptions were agreed by Employment Committee and any recommended changes were implemented.

The Director of Communities advised the Committee, that once the job descriptions for the two Assistant Director (AD) posts had been approved it was intended to initiate the recruitment process for the AD of Specialist Commission position.

The Committee was also advised that it was intended for the Head of Neighbourhoods to slot into the post of AD for Communities and Targeted Services (Deputy), and that this post would not require advertisement, however a further report would be submitted to Employment Committee, to recommend the appointment formally.

The Committee was requested to consider and agree the proposed job descriptions for the two posts namely the AD of Specialist Commissioning and the AD for Communities and Targeted Services (Deputy).

The Director of Communities and the Head of HR responded to comments and questions. In summary responses included:

- The Head of Neighbourhoods post had been deleted and a new position of Assistant Director for Communities and Targeted Services, Deputy to the Director of Communities was an enhanced role;
- The restructure had reduced five senior positions to two;
- The work to be encompassed within the newly created senior roles would be a challenge with a slimmer management team;
- The two new roles had been devolved from comparing similar roles with other authorities and with the management team;
- Concerns raised by the Executive Director for Adult Services regarding the capacity required for the transformation in Adult Social Care had been taken into account. If more capacity was needed in the short term this would be agreed;
- All senior manager job descriptions would be developed using the Hay format and would encompass a set of management competencies in order to aid consistency;
- It was agreed that going forward, the indicative Hay point score for each senior management role should be included with the proposed job descriptions;
- The two AD positions had been confirmed at pay band five;
- The Employment Committee would receive a report in order to set the salary for the two AD Commissioning positions;
- Due to the slot in position for the AD for Communities and Targeted Services (Deputy) post, the employee would not be required to attend an interview with Employment Committee, however a further report would be submitted asking Committee to confirm the appointment and to set the salary;
- The review of the senior management structure was intended to be introduced through the Authority in order to adopt a consistent approach across all directorates;
- There was a responsibility under the Commissioning Directorate in line with Ofsted to manage the Council's Clare Lodge facility; and
- Vaccinations would be covered by school nurses, which had been a responsibility under public health commissioning, which would also be included within the Communities Directorate.

In general Members commented that the commissioning job descriptions had been developed well, however there was a great deal of expectations on the new roles to deliver a wide range of services within the newly created posts.

#### **RESOLVED:**

The Employment Committee agreed to the following job descriptions: Assistant Director of Specialist Commissioning; and Assistant Director for Communities and Targeted Services (Deputy), for the new senior manager structure within the Communities Directorate subject to the following amendments:

- i) Under performance risk management, which related to the overall improvement of the management of resources for both job descriptions, this bulleted list was to include an additional point to the effect: Harnessing Community Capacity;
- ii) The reference to adults with significant learning disabilities within the Assistant Director for Specialist Commissioning's job description would be amended to: adults with learning disabilities; and
- iii) The reference to allied health professionals within the Assistant Director for Specialist Commissioning's job description was to be replaced to state: a range of health workers.

#### **Reasons for the decision**

The approved changes were to ensure that the Council operated within the frameworks that were lawful, best practice, transparent and consistent.

Chairman

2.30pm - 2.55pm