

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 4
20 November 2014	PUBLIC REPORT

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GOVERNANCE SENIOR MANAGEMENT STRUCTURE: PROPOSED JOB DESCRIPTION AND JOB EVALUATION PROCESS

RECOMMENDATIONS	
FROM : Director for Governance	
It is recommended that Employment Committee agrees the proposed job description for a newly created post in the Governance Directorate (Appendix 1).	

1. ORIGIN OF REPORT

1.1 This report follows the senior management restructure which took effect in November 2013.

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 been newly created 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 Governance Department was created out of the senior management restructure which was finalised by November 2013. The Governance Department consists of a number of services: Legal, Governance, HR, Performance Management, Communications and Regulatory Services. The Director of Governance has been exploring the best means of combining these services to provide a leaner management tier. The Commercial Operations

team has recently joined the Governance department which offers further opportunities for a more streamlined structure. This new structure therefore brings together the Head of Legal Services post (vacant), deputy monitoring officer role and the former Head of Governance role to create an Assistant Director for Legal & Democratic Services.

4.1.2 A detailed job description for the newly created Assistant Director post was written by the Director of Governance, in conjunction with the Senior Human Resources Business Partner using a standard template to ensure consistency and to facilitate the evaluation process.

4.1.5 In drafting the job description, careful consideration was given to the competencies required, such as leadership and performance. In addition, the job description identifies common skills and experience, which are deemed necessary to operate successfully at a senior level within Peterborough City Council. Please refer to Appendix 1 for the draft job description.

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 description in Appendix 1 has 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 Legal and Democratic Services will be advertised in accordance with Council policy and individuals will have the opportunity to apply. Interviews will be conducted by Employment Committee.

7. IMPLICATIONS

7.1 This paper deals with a senior management post within the Governance 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, 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. No staff are impacted by the proposals so individual consultation is not necessary.

9. ANTICIPATED OUTCOMES

9.1 The Council will have detailed job descriptions in place for its senior managers within the Governance 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.

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

9.3 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 This report details the proposal to create a new role of Assistant Director for Legal and Democratic Services which combines the Head of Legal Services post (vacant), deputy monitoring officer role and the former Head of Governance role in order to deliver the required financial savings. Failure to revise and evaluate the new job description could lead to inconsistencies and inequalities.

12. BACKGROUND DOCUMENTS

12.1 JNC Chief Officer Handbook

13. APPENDICES

- Appendix 1: Job description

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