

<b>EMPLOYMENT COMMITTEE</b>	AGENDA ITEM No. 4
<b>27 January 2015</b>	PUBLIC REPORT

Contact Officer(s):	Gillian Beasley, Chief Executive	Tel. 452390
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**SENIOR MANAGEMENT RESTRUCTURE – PHASE TWO: PROPOSED JOB DESCRIPTION AND JOB EVALUATION PROCESS**

RECOMMENDATIONS	
<b>FROM : Chief Executive</b>	
That the Employment Committee considers proposed job descriptions for senior management positions which will be sent to Members of this Committee following the Employment Committee meeting on 22 January 2015.	

**1. PURPOSE AND REASON FOR REPORT**

- 1.1 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 restructuring, have job descriptions which accurately reflect the work undertaken and the standards expected of the post holder.
- 1.2 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'.

**2. TIMESCALE**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	<b>N/A</b>
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**3. BACKGROUND**

- 3.1 At its meeting on 22 January 2015, the Employment Committee will consider proposals made by the Chief Executive for phase 2 of her senior management restructure.
- 3.2 Following on from that meeting the Chief Executive will then consider any recommendations made by Employment Committee.
- 3.3 Job Descriptions for any new roles will then be submitted to Employment Committee for consideration at this meeting. These will be the subject of a separate report which will be sent to Members following the meeting on the 22 January.

#### **4. IMPLICATIONS**

- 4.1 Financial – there are no financial implications directly arising from this report. The financial implications of the restructuring proposals will be reported to this Committee at its meeting on 22 January 2015.
- 4.2 Legal – Under part 1, paragraph 4(F) of the Employment Rights Act 1996 the Council is obliged to provide employees with a job description. By having accurate up to date job descriptions this not only ensures that the Council fulfils this obligation but also ensures that the requirements of the job are enshrined as contractual.

#### **5. REASONS FOR RECOMMENDATIONS**

- 5.1 The proposed changes are to ensure the Council operates within frameworks that are lawful, transparent and consistent.

#### **6. BACKGROUND DOCUMENTS**

JNC Chief Officer Handbook, Hay Job Evaluation Scheme, Report to Employment Committee 22 January 2015