

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 3
25 AUGUST 2020	PUBLIC REPORT

Report of:	Sue Grace: Director Customer and Digital Services	
Cabinet Member(s) responsible:	Councillor Mohammed Farooq: Cabinet Member for Digital Services and Transformation	
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ASSISTANT DIRECTOR IT & DIGITAL SERVICES

R E C O M M E N D A T I O N S
<p>It is recommended that Employment Committee:</p> <ul style="list-style-type: none"> • Consider 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 • Endorse the appropriate remuneration band for the post of Assistant Director IT & Digital Services.

1. ORIGIN OF REPORT

1.1 This report arises following the success of the shared senior management arrangements to date and the benefits they deliver to both Councils. In November 2017, Peterborough City Council’s Cabinet and the General Purposes Committee of Cambridgeshire County Council requested that the Chief Executive explore delivery of further shared services and asked that this became a joint programme of work. With the introduction of the IT and Digital Strategy and formal exit of the Managed ICT Contract with Serco, planned for 1st October 2020, it is important that steps are now taken to ensure effective management is in place to support both Councils to deliver the IT Strategy.

2. PURPOSE AND REASON FOR REPORT

2.1 With this role being a deputy chief officer post, the purpose of this report is to provide Employment Committee with the opportunity to share views and feedback on the job description at appendix A and be satisfied that it accurately reflects the work and the standards expected of the post holder.

2.2 The Chief Executive has the delegation at 3.6.2(g) of officer delegations to approve the structure change subject to Employment Committee’s delegation at 2.3.2.5 of its terms of reference to consider and recommend actions where necessary in respect of the change.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

- 4.1 On 15th July 2019 Peterborough City Council (PCC) approved the Joint ICT Strategy to be implemented across PCC and Cambridgeshire County Council (CCC).

The Strategy included a commitment to have a shared IT organisational structure for PCC and CCC for 2020 and beyond. This is required to bring together the skills and expertise that is currently dispersed across PCC and CCC IT services, Serco ICT services and LGSS IT services. The shared IT structure will bring all these resources together into a single coherent IT service for both councils.

Having this single shared team will help us drive forward the other aspects of the shared IT Strategy which Cabinet approved in 2019 namely:

- The move of both Councils into a shared Office 365 environment;
- The delivery of a shared IT Infrastructure;
- Converged Business Systems across both Councils to improve the efficiency and effectiveness of the work of our shared teams in areas such as People and Communities and Place and Economy;
- Having a shared digital approach for communicating with our customers that removes duplication of cost and effort;
- Sharing data more effectively to inform our decision making;

4.2 An IT organisational Structure for 2020 and beyond.

Work is well underway towards achieving our shared structure. This includes the formal exit from the Managed ICT Contract with Serco, with exit planned for 1st October. Alongside this, the LGSS IT service will be brought back into CCC by 1 October 2020. These two changes are key to achieving our ambition for a shared team for the two Councils.

For this shared IT service to work effectively, we need to have a single, senior lead to drive the IT service forward. This is why we are creating this new role of Assistant Director for IT and Digital Services for Peterborough and Cambridgeshire.

This new Assistant Director role will report into the Director of Customer and Digital Services for PCC and CCC, who has a wider set of responsibilities beyond the IT service. The appointee will have the appropriate level and range of IT expertise to lead this new service directing, leading and managing the delivery of the IT & Digital Service to attain high levels of customer satisfaction and to drive forward our shared strategy to deliver a cost effective IT service for Peterborough.

At present the most senior roles we have in the IT services in PCC and CCC, and soon to be transferred Serco and LGSS services, is at the Head of Service level. Each of these Head of Service roles have a considerable area of responsibility so this new Assistant Director role will provide the leadership to these Heads of Service and their respective teams.

Future changes to the shared structure are planned as we move into 2021 to ensure we have the most effective structure to deliver our plans for IT in the coming years. The new post holder will be expected to lead this re-structure in 2021 and identify further ways of sharing our IT infrastructure, business systems and digital services so that we can take out duplication and cost wherever possible. This will ensure we make the most of our resources whilst ensuring we have a continually improving IT service.

- 4.3 The new role has been evaluated in CCC however, it is aligned to other PCC and CCC - shared roles across other Directorates. The size and scale of the new shared IT service, combined with the need for a single senior lead with appropriate IT expertise, warrants having a new role at this level.

5. CONSULTATION

5.1 The IT & Digital Strategy has been previously approved by Cabinet and consulted on by the following groups:

- Peterborough City Council's Corporate Management Team;
- The PCC and CCC Joint Management Team;
- Directorate Management Teams and staff teams in both councils.

6. RECRUITMENT PROCESS

6.1 As this is a new post, subject to approval by Employment Committee, the next steps are for this role to be advertised internally and externally.

Given that this is a joint role, both PCC Employment Committee and CCC's Staffing and Appeals Committee have delegated powers to appoint Chief Officers and Deputy Chief Officers as enabled under the Local Authorities (Standing Orders) (England) Regulations 2001. A Joint meeting will therefore be set up and the previous tried and tested approach to recruiting shared posts will be adopted.

7. ANTICIPATED OUTCOMES OR IMPACT

7.1 Anticipated outcome is for feedback to be received on the Job Description in order that a recruitment process can progress for the role of Assistant Director IT & Digital Services.

8. SALARY PAY BAND

8.1 It is proposed that the post would be recruited to and employed by CCC and therefore, the role outlined in Appendix A has been evaluated using CCC's Hay grading system and the outcome is Pay Band D which is a salary band of between £85,741 to £97,192.

9. REASON FOR THE RECOMMENDATION

9.1 Building a new shared IT service that brings together all the skills and expertise from across the two councils requires strong, competent and IT literate leadership. A role at this level does not currently exist in either council. The size, scale and complexity of this new IT service indicates that an Assistant Director role is a suitable role, set at the right level, to fulfil these leadership requirements.

10. IMPLICATIONS

Financial Implications

10.1 The costs for this role will be shared 50/50 between PCC and CCC, like other shared senior roles.

We are already working on our draft IT budget for 2021/22, ahead of the Council's formal budget planning process, and have identified areas where we can reduce costs so that this role does not create a budget pressure. We have worked with finance colleagues on these proposed cost reductions alongside working with them on the detailed costing of the new structure so we have their assurance that this role will not create a budget pressure.

11 Legal Implications

11.1 The Chief Executive, as the Head of the Paid Service, has a duty under the section 4 of the Local Government and Housing Act 1989 to determine the staffing arrangements necessary to deliver the Council's functions. The Director has prepared this report to the Employment Committee setting out the staffing structure as noted at Appendix B.

12 **Human Resources Implications**

- 12.1 The review has been conducted in accordance with Council policies, procedures and relevant Employment legislation.

13 **Equalities Implications**

- 13.1 The postholder will be expected to uphold the Council's commitment to equality of opportunity and respect for diversity in how they work with Members, staff and partners and in the way they deliver IT and Digital services to residents that are accessible and inclusive.

14. **BACKGROUND DOCUMENTS**

PCC's Constitution - Executive Functions:

a) delegations section 3 clause 3.6.2g: to determine changes within the management structure where these involve substantial change to the responsibilities of first and second tier posts, having regard to the proposals of the relevant Cabinet Member for the services affected and also of the Leader of the Council;

b) delegations section 2 clause 2.3.2.5: to consider and recommend appropriate actions where necessary in response to executive proposals relating to changes within a department/division's structure which involve substantial changes in the responsibilities of first and second tier posts

15. **APPENDICES**

- 15.1 Appendix A – Job Description Assistant Director IT & Digital Services

- 15.2 Appendix B – Structure chart