

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 4
17 SEPTEMBER 2020	PUBLIC REPORT

Report of:	Gillian Beasley: Chief Executive	
Cabinet Member(s) responsible:	Cllr David Seaton, Cabinet Member for Finance	
Contact Officer(s):	Gillian Beasley, Chief Executive	

DIRECTOR OF RESOURCES

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 Director of Resources & s151 Officer for approval, making any necessary proposals for changes and, if required, delegating authority to finally approve the job description to the Chief Executive in consultation with the Chairman of Employment Committee • Approve the remuneration band for the Director of Resources & s151 Officer

1 ORIGIN OF REPORT

- 1.1 This report arises due to the need to end the temporary arrangements that have been in place since the resignation of the Corporate Director Resources in 2017. The post has been filled on an interim basis and more recently via acting up arrangements.

2. PURPOSE AND REASON FOR REPORT

- 2.1 With this role being a 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.

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 Following the resignation of the Corporate Director Resources in 2017, the role has been covered via a number of temporary assignments to allow for further consideration around the remit of role and initially to allow for a review of the senior management structure.

As part of the senior leadership review, which took place in November 2018, it was recognised that due to the challenging financial climate that both PCC and CCC were facing, it was vital that both council's retained their own Director of Resources who could also fulfil the statutory section 151 role. Whilst the post-holders at PCC and CCC are required to work closely together to share best practice and discuss the respective financial situations of each Council as they contribute to our shared services agenda, they also need to be able to act independently in each sovereign council to maintain and drive the financial strategies of both Councils.

Within the review, consideration was also given to the services that sit within the Resources directorate to ensure best fit and appropriate alignment. This resulted in the transfer of the customer contact centre service and the IT function which both moved to the Shared Director of Customer and Digital Services for PCC and CCC.

The job description has been updated to reflect key changes. Recruitment to this post has been delayed due to the focus on the budget setting process 20/21 and then more recently the impact of Covid.

It is now considered to be the right time to formalise the structure and to proceed to fill this role on a permanent basis.

5. CONSULTATION

- 5.1 Consultation around the proposal to retain the Director of Resources within PCC was undertaken with individuals affected and the Trades Unions in November 2018 and subsequently agreed by Employment Committee during December 2018.

6. RECRUITMENT PROCESS

- 6.1 Subject to approval by Employment Committee, the next steps are for this role to be advertised internally and externally.

Employment Committee have delegated powers to appoint Chief Officers and Deputy Chief Officers as enabled under the Local Authorities (Standing Orders) (England) Regulations 2001. A further Employment Committee will therefore be arranged to undertake the appointment process and for a recommendation to be made to Council for the delegation of the Section 151 duties as required under the Local Government Act 1972.

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 Director of Resources & Section 151 Officer.

8. SALARY PAY BAND

- 8.1 The job description has been evaluated at Hay pay band 3 which is a salary band of between £110,175 and £134,659 under the 19/20 pay scales (excluding on costs).

The size, scale and complexity of this role combined with the challenging financial climate and the need to establish a new normal following Covid, indicates the salary band for this role is set at the right level to fulfil these leadership requirements.

9. REASON FOR THE RECOMMENDATION

- 9.1 Whilst temporary arrangements have provided a short-term solution, permanent recruitment now needs to be progressed to provide stability and allow consideration to be given to how the wider finance team strategically operate to support the council's business.

10. IMPLICATIONS

Financial Implications

10.1

The job description has been updated to reflect responsibility changes in some service areas such as Contact Centre, IT Function and it has been necessary to undertake further evaluation in accordance with the Hay scheme for senior managers. There is therefore a potential salary saving of circa £30k.

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.

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 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;

15. APPENDICES

- 15.1 Appendix A – Job Description Director of Resources & Section 151 Officer
- 15.2 Appendix B – Structure chart
- 15.3 Appendix C - Finance and Audit Structure Chart
- 15.4 Appendix D - Resources Structure Chart