

Personnel Committee

Review and Implementation of the Joint Senior Management Structure

7 July 2011

Report of Chief Executive

Purpose of Report

The purpose of this report is to advise the Committee of the proposed structure for the Joint Management Team together with the appropriate job descriptions, person specifications and terms of employment and to outline the timetable for the consultation process. These documents are set out in **(Appendices 1-6)**

At the time of drafting this report, both Councils are currently in the middle of the Consultation process which will end on 28 June. The Committee will be updated on the final consultation responses at the meeting on 6 July.

This report is public

Recommendations

The Personnel Committee is recommended:

- (1) To consider the proposal within the report and to comment upon the appended report and to take account of the timetable in Section 7 of the report,
- (2) The comments from this Committee will be reported to the next meeting of the Joint Personnel Committee on 13 July before a formal recommendation is taken to both Council Meetings on the 26 July (CDC) and 27 July (SNC).

Introduction

- 1.1 This report encloses the report of the Chief Executive to the Joint Personnel Committee which took place on 14 June 2011. There are a series of recommendations which the Joint Personnel Committee was requested to approve and agree. The report was accepted as written with a number of amendments which are placed in *Italics* in the appended report.

Details

- 2.1 In addition, Members of the Joint Personnel Committee received the report from Hay on the pay model and accepted the recommendations and salary levels but did ask for clarification on the appendices of the report and requested a further report for the next meeting on special responsibility allowances.
- 2.2 The salary levels will be: Director - £79 – 88,000, Head of Service - £52 – 66,000 and the three further posts in Communications, Performance and Programme Management £35-43,000.
- 2.3 Following this meeting on 14 June, the Chief Executive chaired a briefing meeting with all in-scope Managers from both Councils on 15 June.

Conclusion and Reasons for Recommendations

- 3.1 The Committee is requested to consider the proposal within the report and to comment upon the appended report and to take account of the timetable in Section 7 of the report,
- 3.2 The comments from this Committee will be reported to the next meeting of the Joint Personnel Committee on 13 July before a formal recommendation is taken to both Council Meetings on the 26 July (CDC) and 27 July (SNC).

Key Considerations

Financial Implications:

The original business case essentially set out the 'financial envelope' for delivery of the Shared Senior Management Team staffing costs. The budgets at each authority have been set to reflect this. Once the "Employer" is confirmed, information is received from HAY in relation to recommended salaries and travel costs can be estimated then a final cost for the structure can be prepared. The expectation being that the new structure will be contained within existing budgets.

The costs of the external Legal and HR advice are being funded through the implementation cost budget.

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Legal Implications:

The Council's external employment law adviser has been consulted in the preparation of the report to the Joint Personnel Committee and in connection with the recommendations being proposed to try and ensure that all external legal and internal policy requirements are met. There are no specific legal issues arising at this stage and assuming that the recommendations are adopted by the Committee, legal advice will continue to be sought to try and minimise any adverse legal and specifically, employment law, implications arising from the process and to highlight such issues to the Committee as they may arise.

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Document Information

Appendix No	Title
Agenda Annex	Report to Joint Personnel Committee
1	Joint Management Structure
2	Job Description – Director
3	Job Description – Head of Paid Service
4	Person Specification – Director and Head of Paid Service
5	Job Description – Communications Officer, Performance
6	Management Officer and Programme Manager
Background Papers	
None	
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