

GENERAL PURPOSES COMMITTEE	DATE 11 October 2021
TITLE Establishment of Appointments Panel and changes to existing Chief Officer roles following the reorganisation of the Finance and Legal Services and Communities and Environment Directorates: Director of Finance; Director of Communities Environment and Central; Assistant Director of Environment; Director of Legal and HR	ITEM NO: 5
LEAD OFFICER Chief Executive	CABINET MEMBER Finance and Resources

I. Decision required

This report makes the following recommendations to the decision-maker:

- I.1 To agree to a salary range for the following posts, following the reorganisation of the Finance and Legal Services and Communities and Environment Directorate, in accordance with the Council's Pay Policy Statement:
- Salary Range £158,123 – £169,028 for the post of Director of Finance, (Chief Officer Grade A1);
 - Salary Range £158,123 – £169,028 for the post of Director of Communities Environment and Central (Chief Officer Grade A1);
 - Salary Range £95,658 - £105,670 for the post of Assistant Director of Environment (Chief Officer Grade C);
 - Salary Range £136,313 - £147,218 for the post of Director of Legal and HR (Chief Officer Grade A)
- I.2 To note that the Chief Executive has delegated authority to establish, in consultation with the Party Group Leaders, individual Appointment Panels for the appointment of Chief Officers based on the requirements of the post.

2. Links to the Royal Greenwich Strategy

2.1 These appointments will support the Council's objectives in a number of areas and relates to the following high-level objectives contained within the Royal Greenwich Strategy:

- a healthier Greenwich
- a safer Greenwich
- a great place to grow up
- delivering homes through economic growth
- a cleaner, greener Greenwich
- economic prosperity for all
- a great place to be
- a strong, vibrant and well-run borough.

3. Introduction and Background

3.1 Following a re-organisation of the Finance and Legal Services and Communities and Environment Directorates, in accordance with the Council's Organisational Change policy, changes have been made effecting three Chief Officer posts and creating one new Chief Officer post.

3.2 **Director job title name change** - Following the transfer of 2 major services in this re-organisation and to better reflect the core functionality of the Directorate, the Communities and Environment Directorate will become Communities Environment and Central and the Director named as the Director of Communities Environment and Central.

3.3 **Director post grade change** – transfer of functions from the current Directorate of Community and Environment into Finance and Legal Services has resulted in the Director of Finance job description being re-evaluated at chief officer grade A1.

3.4 **Creation of Post** - Assistant Director of Environment - the deletion of one of the two Directors roles within the Directorate means that there will need to be an additional Assistant Director available to lead and deliver the services in the Environmental portfolio.

3.5 **Director job title name change** - transfer of HR function from the current Directorate of Community and Environment into Finance and Legal Services has

resulted in the Director of Legal job description being updated and the post title renamed to Director of Legal and HR.

4. Chief Officer appointment process

- 4.1 The Chief Officer appointment process is detailed in the Officer Appointments Procedures in Part 4 section H in the Council's Constitution, and is set out below.
- 4.2 The Director of Finance post is occupied and will not require recruitment.
- 4.3 The Director of Communities Environment and Central post will be filled via assimilation in compliance in with the Council's Organisational Change policy.
- 4.4 The newly created Assistant Director of Environment post will be vacant and will be recruited in accordance with the Chief Officer appointment process.
- 4.5 The Director of Legal and HR is occupied and will not require recruitment.
- 4.6 Section 38 (1) of the Localism Act 2011 requires local authorities to produce a pay policy statement for each financial year which must set out the authority's policies for the financial year relating to:
 - (a) the remuneration of its chief officers,
 - (b) the remuneration of its lowest-paid employees, and
 - (c) the relationship between (i) the remuneration of its chief officers, and (ii) the remuneration of its employees who are not chief officers.
- 4.7 The Statement must include the Authority's policies relating to:
 - (a) the level and elements of remuneration for each chief officer,
 - (b) remuneration of chief officers on recruitment,
 - (c) increases and additions to remuneration for each chief officer,
 - (d) the use of performance-related pay for chief officers,
 - (e) the use of bonuses for chief officers,
 - (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (g) the publication of and access to information relating to remuneration of chief officers.
- 4.8 The Pay Policy Statement for 2020/21 was approved by full Council on 31 March 2021. All decisions on pay and reward for chief officers must comply with the current Pay Policy Statement and section 42 of the Localism Act states that they

cannot be the responsibility of an executive of the authority under executive arrangements.

- 4.9 Section 40 of the Localism Act includes provision for the Secretary of State to issue guidance on the content and application of pay policy statements. Councils must have regard to this guidance in the exercise of their functions under the pay policy provisions. Initial Guidance under section 40 has been published and this was supplemented by further Guidance in February 2013. The Guidance is statutory guidance, and although it is not law, it is not mere advice, and the Council must consider it carefully and have cogent reasons if it wishes to depart from it. Failure to do so may result in any decision being challenged.
- 4.10 The Guidance advises that full Council should be given the opportunity to vote before salaries or severance payments of £100,000 or more are agreed. However, as section 41 says that in making a decision which relates to the remuneration of or other terms and conditions applying to a chief officer, the Council must comply with its pay policy statement for the financial year, Full Council has concluded that, having careful regard to the Guidance, a sensible approach is as set out below, bearing in mind that in making any decision, General Purposes Committee must by law comply with the pay policy statement set by Full Council.
- 4.11 Full Council has therefore agreed that:
- Full Council agrees the overall pay banding for the Council's Chief Officer structure which includes all posts with a remuneration of £100,000 or over and also agrees specific severance packages which exceed the limit of £95,000 set out in the Small Business, Enterprise and Employment Act 2015 (not including permitted contractual obligations) and authorises any application to MHCLG and/or the Treasury to waive the provisions.
 - General Purposes Committee agrees the salary level for a post with a remuneration of £100,000 or over in relation to a specific appointment.
- 4.12 Chief Officers are on a single point salary with scope to be placed on 2 further points in exceptional circumstances. The criteria for further points are:
- the scale of the agenda/programme/projects being undertaken in addition to the management of a directorate, including the size and scope and impact of their achievement
 - the delivery of significant service improvements in the areas managed measured by performance indicators

- the contribution to and impact on the organisation as a whole in terms of service development and improvement
- under exceptional circumstances to provide a retention package

4.13 The terms of reference of this committee include agreeing the salary level for posts with a remuneration of £100,000 or over in relation to a specific appointment. Committee is therefore asked to agree the salary for:

- the post of Director of Finance at Chief Officer Grade A1;
- the post of Director of Communities Environment and Central at Chief Officer Grade A1;
- the post of Assistant Director of Environment at Chief Officer Grade C. The intention is to appoint at the bottom of grade but discretion is sought to appoint up to top of grade if necessary to secure a suitable appointment;
- The post of Director of Legal and HR at Chief Officer Grade A.

5. Appointment Process

5.1 The Officer Employment Procedures authorise the Chief Executive to establish, in consultation with the Party Group Leaders, individual Appointments Panels based on the requirements of the post; and appoint, in consultation with the Leader and Party Whips, Members to the Appointment Panel.

5.2 The Appointment Panel will undertake all stages in respect of the appointment of Chief Officers and Deputy Chief Officers in accordance with the Council's Officer Employment Procedures.

5.3 Consultation with Cabinet will take place before any final offer of appointment is made.

6. Available Options

6.1 To take no action leaving the reorganisation of the Finance and Legal Services and Communities and Environment Directorates unable to progress.

6.2 To agree the salary range for each post as set out in part I of this report.

7. Preferred Option

7.1 To agree the salary range for each post as set out in part I of this report.

8. Reasons for Recommendation

8.1 To allow the re-organisation to be completed, allowing the Directors within the Greenwich Management Team to better meet the challenges facing the organisation and ensuring the council has the required, appropriately qualified leadership team to fulfil its objectives.

9. Consultation

The necessary consultation has been carried out with those affected by the proposals and the Unions in accordance with the Councils Reorganisation procedure.

10. Cross Cutting Issues and Implications

Issue	Implications	Sign-off
Legal including Human Right Act	The legal and Constitutional requirements relating to the appointments are set out in the report. There are no further legal implications arising from the recommendations.	Azuka Onuorah Head of Legal Services 1 st October 2021
Finance and resources including procurement implications	The costs associated with the proposed salary range changes will be contained within current approved budget and there are therefore no additional financial implications arising from the recommendations.	Michael Bate Assistant Director of Corporate Finance 1 st October 2021
Equalities	Recruitment will be undertaken in line with the RBG Chief Officer Recruitment procedure.	Sarah Thompson Agency and Recruitment Manager 24/9/2021
Climate change	There are no changes to service or practise arising in consequence of the decision required for the purposes of this report, and therefore there are no implications.	Steph Mills Head of Human Resources 1 st October 2021

Staffing Establishment	New posts have been created in accordance with the Council's Organisational Change policy	Sarah Thompson Agency and Recruitment Manager 24/09/2021
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10. Report Appendices

- Appendix I - Job Description and Person Specification documents

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