

GENERAL PURPOSES COMMITTEE	DATE 2 April 2019
TITLE Establishment of Appointments Panel – Assistant Director, Financial Processing & Systems	ITEM NO: 8
LEAD OFFICER Director of Finance	CABINET MEMBER Finance and Resources

1. **Decision required**

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

- 1.1 To agree to a salary range of £91,273 to £100,825 for the post of Assistant Director, Financial Processing & Systems (Chief Officer grade C) in accordance with the Council's Pay Policy Statement.
- 1.2 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 This appointment 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:
 - Continue to achieve excellence and good governance in the management of public finances
 - A Great Place to Grow Up
 - Economic Prosperity for All
 - A Great Place to Be
 - A Strong Vibrant and Well-run Borough

3 Introduction and Background

- 3.1 The resignation of the Deputy Director of Corporate Resources, who reported to the Director of Finance, has presented an opportunity for the reorganisation of the senior leadership roles of the organisation.
- 3.2 Within this restructure the new Chief Officer role of Assistant Director, Financial Processing & Systems has been created. This role will assume the responsibility for the functions in the previous Head of Financial Operations role. In addition, this role will now assume formal responsibility for the GSP and GSS client function and remuneration.
- 3.3 The appointment of a new Chief Officer has additional on-costs of NI and pension contributions. Therefore, for budgeting purposes, the cost of the post is as Table I below.

Band	Point	Inc.	Basic	Super	NI	Total
C – Assistant Director	6	3	100,825	18,650	12,750	132,230
	5	2	95,520	17,670	12,020	125,210
	4	1	91,273	16,890	11,430	119,600

Table I: Chief Officer Pay Table 2018-2019 – Band C – Assistant Director

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 in below.
- 4.2 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.

- 4.3 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.
- 4.4 The last Statement was approved by full Council on 26 July 2018. 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.
- 4.5 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.
- 4.6 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 concluded that, having careful regard to the Guidance, a sensible approach is as set out below:

- (a) Full Council agrees the overall pay banding for the Council's chief officer structure which includes all posts with remuneration of £100,000 or over and also agrees specific severance packages of £100,000 and over (not including contractual obligations).
- (b) General Purposes Committee agrees the salary level for a post with a remuneration of £100,000 or over in relation to a specific appointment.

4.7 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

4.8 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 salaries for:

- the post Assistant Director, Financial Processing & Systems at Chief Officer Grade C. The intention is to appoint at bottom of grade but discretion is sought to appoint up to top of grade if necessary to secure a suitable appointment.

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 Appointment Panel.
- 5.2 As this role forms part of a reorganisation that has been formally consulted on consideration should also be given to the Organisational Change and Redundancy policy.
- 5.3 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.
- 5.4 Consultation with Cabinet will take place before any final offer of appointment is made.

6 Available Option

- 6.1 To appoint to the position of Assistant Director, Financial Processing & Systems on a permanent basis or take no action, leaving the post vacant or to seek to make interim arrangements to cover the vacancy arising from the recent restructuring.

7 Preferred Option

- 7.1 To appoint to the position on a permanent basis.

8 Reasons for Recommendation

- 8.1 To provide stability to the organisation, ensuring the council has the required, appropriately qualified leadership team to fulfil the objectives of the restructure.

9 Cross Cutting Issues and Implications

Issue	Implications	Sign-off
Legal including Human Right Act	The report raises no legal issues. Part 3 of the Councils constitution provides that General Purposes Committee is responsible for agreeing the salary level for posts with a remuneration of £100,000 or more in relation to a specific appointment.	Azuka Onuorah Deputy Head of Legal Services 18 th March 2019
Finance and resources including procurement implications	The Chief Executive is asked to agree to a salary range of £91,273 to £100,825 for the post of Assistant Director, Financial Processing & Systems, Chief Officer Grade C in accordance with the Councils Pay Policy Statement. The funding of this post will be met from existing budgets within the Finance Directorate	Kim Sullivan Head of Accountancy and Business Change 18 th March 2019
Equalities	The recruitment will be undertaken in line with the Re-organisation Procedure and RBG Chief Officer's Recruitment procedure.	Sarah Thompson Agency and Recruitment Manager 18 th March 2019
Staffing Establishment	New role created as part of a reorganisation.	Sarah Thompson Agency and Recruitment Manager 18 th March 2019

10 Background Papers

10.1 Job Description and Person Specification

10.2 Reorganisation paper – Finance and Communities & Environment Directorates

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ROYAL BOROUGH OF GREENWICH JOB DESCRIPTION

DIRECTORATE: Directorate of Finance and Legal Services

SECTION: Financial Processing and Systems

GRADE:

JOB TITLE: Assistant Director Financial Processing and Systems

REPORTING TO: Director of Finance

Job Purpose

- As a member of the Finance Management Team you will be responsible for the successful delivery the services under the post holder's responsibility. Operating at a corporate and strategic level bringing together the services under the post holder's responsibility. Ensuring the services are effectively integrated within the Directorate/Council and to ensure that operational efficiencies are achieved within the legal and statutory frameworks.
- This role covers a very extensive area, requiring an in depth understanding of the professional disciplines of recruitment, payroll and pension administration, accountancy, procurement and contracts. Incorporating the regulatory and legislative aspects of recruitment, payroll and pensions, the technical aspects of financial systems, the principals of business processes management in a volume processing area as well as contract management and project management.
- The post holder will be involved in the most complex problems and issues and will provide briefing and guidance on these issues to members and Directors.

- Provide expertise and management support to colleagues within the services and across the Council. Ensuring that a culture of continuing professional development exists within these areas.
- Responsible for representing the Council in contacts with external organisations/ stakeholders.

Main Duties of the Post

1. To have the strategic level responsibilities and leadership for a wide range of services;
 - The life cycle of staff, Recruitment Payroll and Pensions Administration.
 - Staff Remuneration.
 - Buying and Corporate Contract Management, including the client responsibilities for GSP and GSS.
 - Accounts payable
 - Corporate Financial Systems and associated financial processing including the accounting and control requirements.
2. To ensure that the Council is represented at national, regional and sub-regional forums in respect of these services.
3. To attend committee and brief Directors and Members in respect of these services.
4. To ensure the Council's strategies in these areas are continuously developed to reflect legal changes, IT Security requirements, current and future best practice in the public sector and the policy requirements of the Council.
5. To ensure that the Council's processes in these areas are continuously reviewed and updated to reflect the strategies and deliver value for money and make the services more accessible to the public.
6. To ensure the development and implementation of service plans, including service delivery targets and overall responsibility for the budgets of these services
7. To ensure that effective training programmes exist to support the long-term delivery of services, both at the senior and support staff levels, through continuous professional development of staff at all levels.

8. To ensure senior managers are supported with the most complex and sensitive issues within their services.
9. To lead on and take responsibility for crosscutting corporate projects and specific key corporate areas of activity, themes and programmes for the Council, as allocated from time to time.
10. To ensure irregularities identified are reported to Corporate Anti-Fraud.
11. To ensure the division responds to external and internal audit queries to the correct standard in an appropriate timescale.
12. To carry out all duties with due regard to the provisions of Health, Safety and Well-being regulations and legislation, Data protection legislation, the Councils equal opportunities and customer care policies and any local agreements.
13. To ensure the adoption/compliance with good data protection and information security principles as set out in Council policies and industry standards.
14. To undertake any other work appropriate to the level and general nature of the duties of the post

Designation of Post to which the Post-holder normally reports: Director of Finance.

PERSON SPECIFICATION

DIRECTORATE: Directorate of Finance and Legal Services

SECTION: Financial Processing and Systems

JOB TITLE: Assistant Director Financial Processing and Systems

Knowledge

- Detailed knowledge of the Pensions and Payroll regulation's and overriding legislation
- Detailed understanding of the Accounting requirements with respect to those services the post is responsible for and the systems that support them.

Skills and Abilities

- The ability to understand the requirements and issues involved in a very diverse range of services some with very technical aspects including
- Recruitment Payroll and Pension Administration, Accounts payable
- Financial systems, including the IT business processing and financial control requirements of such system
- Contract management
- Project management
- Highly developed management skills to manage and develop a wide range of services
- Ability to lead, manage, motivate and develop a large staff team to continually drive performance improvement

- Well-developed problem solving abilities to deal with the diverse challenges that financial systems present.
- Excellent communication skills dealing with a diverse range of contacts/stakeholders

Experience

Experience of horizon scanning and analysing the implications of potential legislative changes on the work of the organisation.