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| GENERAL PURPOSES COMMITTEE | DATE 2 April 2019 |
| TITLE Establishment of Appointments Panel – Assistant Chief Executive, Change and Development | ITEM NO: 5 |
| LEAD OFFICER Chief Executive | 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 Chief Executive - Change and Development (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 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 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 There is a need to have resources to support Corporate Organisation Change within the Authority. The restructure has revised the role and scope of the Assistant Chief Executive so it focuses on change and organisational development. Its initial focus will be on the transformations of procurement and GSP/GSS.
- 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 Chief Executive 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 Chief Executive 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 Chief Executive, 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 Chief Executive's Office | Kim Sullivan Head of Accountancy and Business Change 18 th March 2019 |

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| 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

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LONDON BOROUGH OF GREENWICH JOB DESCRIPTION

DIRECTORATE: CHIEF EXECUTIVE
POST DESIGNATION: ASSISTANT CHIEF EXECUTIVE
GRADE:

Purpose of Job

Effective contribution to the corporate management of the Council supporting the Chief Executive in Corporate Organisational Change optimising the use of financial resources to improve performance, value for money, sound stewardship of Council resources and the management of the Council.

Job Outcomes

1. Lead on corporate organisation change as directed by the Chief Executive, develop opportunities for improved service delivery and promote improve performance, value for money, sound stewardship of Council resources and the management of the Council.
2. Effective provision of advice and information to Members and officers to enable the Council to undertake organisational change, including identify strategic options, develop policy and make effective financial decisions.
3. Effective contribution and support to the modernisation of the Council's services, securing value for money and improving the quality and efficiency of services, including partnership with other agencies.
4. Lead/contribute to the formulation of corporate policies and initiatives and the development of collaborative, cross departmental and organisational working processes.

5. Lead on consultations with staff and Trade Unions in respect of the Corporate change as required.
6. Lead on development of an effective communications strategy to communicate corporate change where appropriate
7. Act as an ambassador for the borough, promoting and developing the Council's image, forming robust strategic alliances and developing effective working relations with partners, other related organisations, government departments, user groups, business, voluntary sector groups.
8. Mentor and Develop senior staff to achieve high performance, including professional development.
9. To report to GMT and Member level bodies as required.
10. To Lead ad hoc projects and time limited reviews when required by the Chief Executive.
11. Undertake such service management responsibilities as may be allocated to the post from time to time by the Chief Executive.

Designation of Post to which the Post-holder normally reports:
Chief Executive

PERSON SPECIFICATION

DIRECTORATE: CHIEF EXECUTIVES
POST DESIGNATION: ASSISTANT CHIEF EXECUTIVE

Criteria or Requirements

1. Ability to rapidly become familiar with legislation, regulations, business processes and technical guidance that drive services of the Council that are being reviewed.
2. A successful track record in management of change utilising financial resources to improve organisational performance, working across service and organisational boundaries and engaging colleagues and key stakeholders in developing a common agenda.
3. Capacity to develop systems and processes that have sound financial management and stewardship.
4. Ability to mentor and develop senior staff to ensure successful organisation change.
5. Ability to contribute to the corporate leadership of the Council.
6. High level influencing and interpersonal skills. Capacity to quickly establish credibility with members, chief officers and finance staff.