



AGENDA ITEM: 10

SUMMARY

Report for:	Cabinet
Date of meeting:	25th June 2013
PART:	1
If Part II, reason:	

Title of report:	Top Tier Management Review
Contact:	Councillor Andrew Williams, Leader of the Council Author/Responsible Officer: Sally Marshall, Corporate Director (Finance & Governance)
Purpose of report:	Following the appointment of the Corporate Director (Finance & Governance) as Chief Executive with effect from the 1 st of November 2013, this report sets out the actions required to complete the top tier review.
Recommendations	Cabinet are recommended to: <ol style="list-style-type: none"> 1. convene the Council's Appointments Committee for the appointment of the Corporate Director (Finance & Operations). 2. recommend to Council that, in accordance with the Council's Senior Pay Policy, the appointment of the Corporate Director (Finance & Operations) be on the following terms as regards remuneration:- <ul style="list-style-type: none"> - annual Salary range £91,661 - £96,336 (inclusive of London Weighting) spinal points 84 to 87 (Band CO4-7) - lease car allowance £4,600 (Band 4) 3. to request the Assistant Director (Legal, Democratic & Regulatory) to update the Scheme of Delegation within the Constitution to take account of the review of the senior management structure
Corporate	

objectives:	
Implications: 'Value For Money Implications'	<p><u>Financial</u></p> <p>The General Fund budget for 2013/14 incorporated savings of £100,000 from the top tier review. The report to Cabinet on the 26th of March 2013 identified estimated savings based on a full year equivalent of around £130,000 and part year savings of around £55,000. It is now estimated that the Top Tier Review and associated secretarial and administrative structure will provide savings of £120,000 based on a part year and £175,000 based on a full year equivalent within the current year.</p> <p><u>Value for Money</u></p> <p>These are included within S151 Officer comments.</p>
Risk Implications	There are no risk implications arising out of this report.
Equalities Implications	There are no equalities issues arising from this report. The Council's recruitment and selection policies and procedures are designed to eliminate unlawful discrimination
Health And Safety Implications	None
Monitoring Officer/S.151 Officer Comments	<p>Monitoring Officer:</p> <p>Under the Council's Constitution (Officer Employment Procedure Rules) the decision on the appointment of Chief Officers (other than the Chief Executive) is delegated to the Appointments Committee. The appointment of officers below Chief Officer is the responsibility of the Chief Executive (as Head of Paid Service) or his/her nominee, and may not be made by Councillors. It will therefore be necessary to convene the Appointments Committee for the purpose of appointing the Corporate Director (Finance and Operations).</p> <p>Under the Council's Senior Pay Policy the approval of full Council must be obtained where the proposed remuneration for a particular post exceeds £100,000. As the proposed remuneration for the post of Corporate Director (Finance and Operations) will exceed £100,000 it will be necessary to obtain the approval of full Council to the remuneration package.</p> <p>S.151 Officer</p> <p>The Top Tier Review budget savings target of £100,000 for the financial year 2013/14 will be met. The estimated savings arising from the Top Tier and associated Senior Structure Review will be £120,000 in the current financial year based on part year savings with full year savings of around £170,000. The level of savings will be subject to the starting salary offered to the Corporate Director (Finance &</p>

	Operations). The cost of the recruitment process for the new director can be contained within the existing “Facilitating Change Budget”.
Consultees:	-
Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

BACKGROUND

1. As part of the Council’s budget setting process for 2013/14, the Chief Executive in consultation with the Leader of the Council, undertook a review into the Council’s capacity to delivery projects and programmes on time and on budget, whilst ensuring front line services remain viable, efficient and effective.
2. The outcome of this review was presented to Cabinet on the 26th of March 2013 proposing a review of the top tier of the Council’s chief officer management structure. The Council agreed to reduce the top tier chief officer structure to three posts by the deletion of one corporate director post and also to convene the Council’s Appointments Committee to commence the recruitment process for a new Chief Executive.
3. A referral from the Appointments Committee on the 7th of May 2013 was submitted to Council on the 15th of May 2013 and Council resolved that the Council appoint Sally Marshall as Chief Executive and Head of Paid Service from the 1st of November 2013 (following the retirement of the current Chief Executive).
4. The Corporate Director of Performance, Improvement and Transformation has tendered her resignation with effect from July 2013. Therefore, a vacancy for a new Corporate Director will become available with effect from the 1st of November 2013 once the Corporate Director (Finance and Governance) takes up her official appointment as Chief Executive.

Senior Management Structure

5. The Corporate Director (Finance and Governance) in preparation for undertaking the role of Chief Executive has reviewed the management requirements of the Council’s officer structure and has produced a revised senior officer structure which is attached as Appendix A.
6. To enable the appointments process to proceed for the newly created post of Corporate Director (Finance and Operations), the post holder will also be the Council’s Section 151 Officer, the current Corporate Director (Finance and Governance) has certified an authorisation to award a contract in line with the Council’s Procurement Standing Orders and Schedule 2 (Delegation from Cabinet to Chief Officer (Part 1 Clause iv)) of Part 3 of the Council’s

Constitution relating to responsibility of functions. The certificate awards the contract for recruitment services to Penna.

7. Penna have already commenced the brief for the appointment of the Corporate Director (Finance & Operations) to enable the recruitment process to progress. Cabinet is requested to convene the Appointments Committee as required in the Council's Constitution for the appointment of a Corporate Director.
8. Cabinet is asked to recommend to Council that the appointment of the Corporate Director (Finance and Operations) be on the following terms as regards to remuneration:
 - Annual salary - £91,611 - £96,336 (inclusive of London Weighting), spinal point
 - Lease car allowance -£4,600 (band 4).
9. Members are asked to note that the new senior management structure will be implemented in two phases to coincide with the departure of the Corporate Director (Performance, Improvement and Transformation) and Assistant Director (Strategy & Transformation) (Community & Organisation) who have both tendered their resignations to take effect from July 2013 and the appointment of the new Group Manager (Regulatory Services) and Group Manager (ICT).

Phase 1 with effect from July

- Re-designation of Assistant Director (Legal, Democratic & Regulatory) (MO) to Assistant Director (Chief Executives Unit) (MO) to take on line management responsibilities for the Group Manager (People), once appointed.
- Transfer of line management for Group Manager (Regulatory Services) from Assistant Director (Legal, Democratic & Regulatory) to Assistant Director (Neighbourhood Delivery).
- Transfer of line management for Group Manager (Information Communication Technology) from Assistant Director (Strategy & Transformation) (Communication & Organisation) to Assistant Director (Performance and Projects).
- Transfer of line management for Assistant Director (Performance & Projects) and Assistant Director (Neighbourhood Delivery) from Corporate Director (Performance, Improvement & Transformation) to Corporate Director (Finance & Governance) on an interim basis.

Phase 2 – with effect from 1st November

- Full implementation of new senior management structure and appointment of Corporate Director (Finance & Operations) (S151 Officer), subject to successful recruitment to this role.

10. The Assistant Director (Legal, Democratic & Regulatory) will ensure that the Council's Constitution and associated documents are updated to take account of the structure review.