

THIS SET OF MINUTES IS NOT SUBJECT TO "CALL-IN"

EMPLOYMENT PROCEDURE COMMITTEE

**MEETING HELD AT THE TOWN HALL, BOOTLE
ON TUESDAY 14TH APRIL, 2015**

PRESENT: Councillor Hardy (in the Chair)
Councillors John Joseph Kelly and Dawson

18. APPOINTMENT OF CHAIR

RESOLVED:

That Councillor Hardy be appointed the Chair of the Committee for this meeting.

19. APOLOGIES FOR ABSENCE

No apologies for absence were received.

20. DECLARATIONS OF INTEREST

No declarations of any disclosable pecuniary interest were received.

21. MINUTES OF PREVIOUS MEETING

RESOLVED:

That the Minutes of the meeting held on 19 September 2014 be confirmed as a correct record.

22. SENIOR LEADERSHIP AND MANAGEMENT STRUCTURE

The Committee considered the joint report of the Chief Executive and Head of Corporate Personnel which provided details of proposals for a fundamental revision of the Council's senior management arrangements, which had been produced against the backdrop of savings as identified by the Council. A budget planning assumption for total savings in respect of Senior Management arrangements of £1.3m was approved by the Council on 5 March 2015. The review would be undertaken in three phases.

The report dealt with Phase 1 of the review covering Strategic and Functional Leadership and Management affecting current posts that sit within the cohort of Chief Executive, Deputy Chief Executive, Service Directors and Heads of Service.

The proposals in the first phase would save in the region of £750k.

The report set out proposals which would establish an operating model in respect of Senior Management to support Elected Members to deliver for

**EMPLOYMENT PROCEDURE COMMITTEE- TUESDAY 14TH APRIL,
2015**

Sefton; enable delivery of the place shaping agenda; and ensure effective leadership and operational management of services which also provide for a saving. The report indicated that the revised management arrangements must also support the ambitious change programme created by the current financial and policy context and provide better value for money for local people.

The details of the current senior management structure, the proposed new structure and functional areas, a summary of the roles and qualifications for the Heads of Service posts and the person specification and job description for the Executive Director posts were appended to the report.

The Chief Executive reported that Sefton Council was a very diverse organisation providing more than 700 valuable services to about 250,000 local residents and had in excess of 1,500 legal duties with a net spending of £300m. Since 2010, there had been a reduction of 48% in senior manager's jobs in the Council and the rest of the Council had suffered a cut of 20% over the same time.

The Chief Executive also reported that the revised senior management structure would deliver a level of joined-up multi-disciplinary approaches to complex issues and projects, and would be simpler, flatter and more streamlined to create a better environment for innovation and creativity, and provide for clearer accountability, collaboration and information sharing between staff.

The Head of Corporate Personnel reported on the recruitment process and the use of recruitment consultants to help facilitate as necessary, the successful recruitment of two Executive Directors.

RESOLVED: That:

- (1) approval be given to the deletion of the post of Deputy Chief Executive following the normal retirement of the current postholder. Such deletion to be subject to the recruitment of the posts as referred to in resolution (2) below;
- (2) approval be given to the formation and recruitment of the two Executive Director posts, subject to full Council approval as to the level of remuneration required under the Council's Pay Policy and to the arrangements for the advertisement and selection for those posts as identified in paragraphs 8(c) and 23 - 25 of the report and resolution (5) below;
- (3) approval be given to the formation of new Heads of Service posts as detailed within the report and to the Chief Executive being given delegated powers with regard to the selection for interview, selection for post, arrangements and appointment of those posts in accordance with the arrangements as identified in this paragraphs 26 - 35 of the report. As a consequence of the formation of the Heads of Service posts, approval also be given to the deletion of

**EMPLOYMENT PROCEDURE COMMITTEE- TUESDAY 14TH APRIL,
2015**

the current Service Director and Heads of Service posts which are merged into those roles. Specialist arrangements would be necessary for the recruitment and appointment of the Head of Service Health and Wellbeing (Director of Public Health) post as detailed in resolution (6) below;

- (4) approval be given to the Head of Corporate Support post being in a form until the period April – June 2016 with arrangements as detailed in paragraph 8(d) of the report;
- (5) in relation to the Executive Director posts, a recommendation of a spot salary be decided for each post after the completion of recruitment in the HAY 1 range £102,633 to £112,893 subject to full Council approval in respect of the level of remuneration as detailed in resolution (2) above and the Council's Pay Policy. In respect of new Heads of Service appointments, that a spot grade be applied as detailed in paragraph 13 of the report. Any future appointments in respect of Executive Directors and Heads of Service to be completed in accordance with the report as a spot grade and in accordance with the Council's existing Pay Policy;
- (6) in relation to the post of Head of Health and Wellbeing (Director of Public Health), the Chief Executive and Head of Corporate Personnel be authorised to make arrangements for the particular recruitment and selection as required for this role, which would involve consultation with Public Health England and this recruitment would take place outside of the recruitment process for the Heads of Service roles. This recruitment would be one dealt with by the Employment Procedure Committee who would approve the specific job designation and selection process. The grade for this post is set out in Appendix 2 (i) of the report. The Head of Corporate Personnel also be authorised to make suitable arrangements, including but not limited to advertisement as required, to source appointable candidates for the role; and
- (7) given the importance of the Executive Director posts, the Head of Corporate Personnel be authorised to engage appropriate recruitment consultants to help facilitate as necessary successful recruitment.

