

CABINET ITEM COVERING SHEET PROFORMA

AGENDA ITEM

REPORT TO CABINET

1st December 2011

**REPORT OF
CORPORATE
MANAGEMENT TEAM**

COUNCIL / CABINET DECISION

**Corporate Management and Finance – Lead Cabinet Member – Councillor Harrington
Access and Communities – Lead Cabinet Member – David Coleman**

**THE AMALGAMATION OF HEADS OF SERVICE POSTS AND ARRANGEMENTS FOR
APPOINTMENT**

1. Summary

This report seeks approval to the amalgamation of the posts of Head of Communications and Head of Human Resources and, if agreed, to the proposed arrangements for the Appointment Panel and the recruitment process.

2. Recommendations

It is recommended that:

- (i) The posts of Head of Communications and Head of Human Resources are amalgamated to form a joint Head of Service post.
- (ii) That the grade of the post be established through the Council's job evaluation process.
- (iii) The proposed Appointment Panel arrangements outlined in paragraphs 2 - 5 of the report be recommended to Council for approval.

3. Reasons for the Recommendations/Decision(s)

To seek Members views on the amalgamation of the posts of Head of Communications and Head of Human Resources, and if agreed, to approve the establishment of an Appointments Panel for the purposes of completing the recruitment process to the new post.

4. Members' Interests

Members (including co-opted Members with voting rights) should consider whether they have a personal interest in the item as defined in the Council's code of conduct (**paragraph 8**) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so

significant that it is likely to prejudice the Member's judgement of the public interest (**paragraphs 10 and 11 of the code of conduct**).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting considering the business is being held -

- in a case where the Member is attending a meeting (including a meeting of a select committee) but only for the purpose of making representations, answering questions or giving evidence, provided the public are also allowed to attend the meeting for the same purpose whether under statutory right or otherwise, immediately after making representations, answering questions or giving evidence as the case may be;
- in any other case, whenever it becomes apparent that the business is being considered at the meeting;

and must not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (**paragraph 12 of the Code**).

Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc; whether or not they are a Member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting (unless the interest arises solely from the Member's membership of, or position of control or management on any other body to which the Member was appointed or nominated by the Council, or on any other body exercising functions of a public nature, when the interest only needs to be declared if and when the Member speaks on the matter), and if their interest is prejudicial, they must also leave the meeting room, subject to and in accordance with the provisions referred to above.

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SUMMARY

This report seeks approval to the amalgamation of the posts of Head of Communications and Head of Human Resources and, if agreed, to the proposed arrangements for the Appointment Panel and the recruitment process.

RECOMMENDATIONS

It is recommended that:

- (i) The posts of Head of Communications and Head of Human Resources are amalgamated to form a joint Head of Service post.
- (ii) That the grade of the post be established through the Council's job evaluation process.
- (iii) The proposed Appointment Panel arrangements outlined at paragraph 3 of the report be recommended to Council for approval.

DETAIL

1. The Head of Communications resigned from her post on 22nd September 2011. Since then, interim arrangements have been put in place so that full consideration can be given to whether the post should be filled on a like for like basis. In addition the Head of Human Resources has indicated her wish to retire next year. The Council's current policy is that only essential vacancies should be filled and opportunities taken to reduce the establishment wherever possible through natural wastage. As a result of this policy, 672 vacancies have arisen between 1.12.2010 – 31.10.2011, of which only 122 have been filled, a net loss of 550 posts. A review of the duties and responsibilities attaching to these posts show that there are some synergies, particularly around internal communications, employee engagement and organisational development, as well as some minor areas of duplication. Amalgamating the two posts would therefore enable some efficiencies to be made as well as generating a saving of £100,800 per annum including on costs, subject to the grade of the new post being unchanged. Amalgamating these job roles therefore provides an opportunity of retaining the essential duties and responsibilities of the two posts whilst generating significant savings.

2. The Council's Employment Procedure Rules require Cabinet to consider and refer to full Council recommendations for approval in respect of the arrangements for the appointment of Heads of Service.
3. The current recruitment arrangements are that all posts should be filled internally wherever possible both to provide redeployment opportunities for staff at risk of redundancy but also to potentially generate further savings. It is therefore recommended that this post be advertised internally only in the first instance but if a successful appointment cannot be made then a further report be brought back to Cabinet for consideration.
4. In order to ensure that the required Appointment Panel is established, Cabinet is asked to consider the following proposals and recommend them for approval at the next meeting of full Council on 18th January 2012.
5. In line with the normal arrangements for Chief Officer and Assistant Chief Officers appointments, Cabinet is asked to recommend to Council that a Panel for the appointment of the Head of Human Resources and Communications be established. The proposal seeks to achieve a political balance whilst limiting the total size of the Appointments Panel. This would give a panel comprising the Leader or Cabinet Member for Corporate Management and Finance and Cabinet Member for Access and Communities plus other Members, to achieve a political balance.

FINANCIAL IMPLICATIONS

7. These proposals would release on going savings of £100,800 per annum.

LEGAL IMPLICATIONS

8. The proposed appointment panel arrangements will satisfy the requirements of the Council's Employment Procedure Rules.

RISK ASSESSMENT

9. The appointment process is categorised as low to medium risk which will be managed in part by the establishment of the proposed Panel.

SUSTAINABLE COMMUNITY STRATEGY IMPLICATIONS

10. None.

EQUALITIES IMPACT ASSESSMENT

11. It is not considered to be necessary for an Equality Impact Assessment to be carried out for the purposes of this report.

CONSULTATION INCLUDING WARD/COUNCILLORS

12. This is not a Ward specific matter. Relevant Cabinet Members have been consulted.

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Background Papers None
Ward(s) and Ward Councillors: Not Ward Specific
Property Not applicable