

AGENDA ITEM

REPORT TO COUNCIL

18 JANUARY 2012

**REPORT OF
CORPORATE
MANAGEMENT TEAM**

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

SUMMARY

At its meeting on 1st December, Cabinet gave consideration to the amalgamation of the posts of Head of Communications and Head of Human Resources and agreed proposed arrangements for the Appointment Panel and the recruitment process. (please see relevant minute at the **Appendix**)

RECOMMENDATIONS

It is recommended to Council that the proposed Appointment Panel arrangements outlined at paragraph 7 of the report be approved.

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.
2. 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.
3. Cabinet agreed that the two posts should be amalgamated and that the grade of the new post should be established through the Council's job evaluation process.
4. The Council's Employment Procedure Rules require Cabinet, in certain circumstances, to consider and refer to full Council recommendations for

approval in respect of the arrangements for the appointment of Heads of Service.

5. 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. This post is therefore being advertised internally only in the first instance but if a successful appointment cannot be made then a further report will be taken back to Cabinet for consideration.
6. In order to ensure that the required Appointment Panel is established, Cabinet was asked to consider the following proposals and recommend them for approval at the next meeting of full Council on 18th January 2012.
7. In line with the normal arrangements for Chief Officer and Assistant Chief Officer Appointments, Cabinet recommends 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

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

LEGAL IMPLICATIONS

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

RISK ASSESSMENT

10. 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

11. None.

EQUALITIES IMPACT ASSESSMENT

12. 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

13. 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

APPENDIX

Cabinet Minute Number:- CAB 96/11

Title:- The Amalgamation of Heads of Service Posts and Arrangements for Appointment

Minute Details:-

Consideration was given to the proposed amalgamation of the posts of Head of Communications and Head of Human Resources, along with the proposed arrangements for appointment and recruitment.

It was noted that the Council's Head of Communications had resigned from her post in September 2011 and since that time, interim arrangements had been put in place so that full consideration could be given to whether the post should be filled on a like for like basis. In addition, the Council's Head of Human Resources had also now indicated her wish to retire next year.

The Council's current policy on recruitment was that only essential vacancies should be filled and opportunities should be taken to reduce the establishment wherever possible through natural wastage. As a result of this policy, 672 vacancies had arisen between December 2010 and October 2011, of which only 122 had been filled, a net loss of 550 posts.

A review of the duties and responsibilities of these two particular posts indicated that there were 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 provided an opportunity of retaining the essential duties and responsibilities of the two posts whilst generating significant savings.

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. The current recruitment arrangements provided 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 was therefore recommended that the post be advertised internally only in the first instance but if a successful appointment could not be made, then a further report be brought back to Cabinet for consideration.

It was proposed that Cabinet recommend to Council that a Panel for the appointment of the Head of Human Resources and Communications be established in accordance with political balance requirements comprising the Leader or Cabinet Member for Corporate Management and Finance and the Cabinet Member for Access and Communities.

RECOMMENDED to Council that:-

- 1. the posts of Head of Communications and Head of Human Resources be amalgamated to form a joint Head of Service post.**
- 2. the grade of the post be established through the Council's job evaluation process.**
- 3. the proposed Appointment Panel arrangements be approved.**