

# Blackpool Council

17 February 2015

To: Councillors Blackburn, Cain, Campbell, Clapham, Jackson and Williams

The above members are requested to attend the:

## **CHIEF OFFICERS EMPLOYMENT**

Wednesday, 25 February 2015 at 5.30 pm  
in Committee Room B, Town Hall

## **A G E N D A**

### **1 DECLARATIONS OF INTEREST**

Members are asked to declare any interests in the items under consideration and in doing so state:

- (1) the type of interest concerned; and
- (2) the nature of the interest concerned

If any member requires advice on declarations of interests, they are advised to contact the Head of Democratic Governance in advance of the meeting.

### **2 MINUTES OF THE LAST MEETING HELD ON 4 JULY 2014** (Pages 1 - 2)

To agree the minutes of the last meeting held on 4 July 2014 as a true and correct record.

### **3 COUNCIL'S PAY POLICY STATEMENT** (Pages 3 - 14)

To consider the Council's Pay Policy Statement and the scale of fees for elections and to recommend Council accordingly.

### **4 CHIEF OFFICER STRUCTURE REVIEW** (Pages 15 - 18)

The Committee is asked to approve the commissioning of the Hay Group to assist the Chief Executive in a review of the Chief Officer structure.

**Venue information:**

First floor meeting room (lift available), accessible toilets (ground floor), no-smoking building.

**Other information:**

For queries regarding this agenda please contact Mark Towers, Head of Democratic Services,  
Tel: (01253) 477127, e-mail [mark.towers@blackpool.gov.uk](mailto:mark.towers@blackpool.gov.uk)

Copies of agendas and minutes of Council and committee meetings are available on the Council's website at [www.blackpool.gov.uk](http://www.blackpool.gov.uk).

### **Present:**

Councillor Blackburn (in the Chair)

Councillors

Cain	Campbell	Williams
Callow	Jackson	

### **In Attendance:**

Neil Jack, Chief Executive  
Carmel McKeogh, Deputy Chief Executive  
Lorraine Hurst, Head of Democratic Governance

### **1 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2 MINUTES OF THE LAST MEETING HELD ON 17TH JUNE 2014**

The Committee agreed that the minutes of the meeting held on 17<sup>th</sup> June 2014 be signed by the Chairman as a correct record.

### **3 CHILDREN'S AND ADULT SERVICES**

The Committee considered the report on the proposed interim arrangements, following the resignation of the current Director of Children's Services, who had recently secured a post with another local authority.

The report set out that Mrs Delyth Curtis, the Council's Director of Adult Services, would take on the directorate responsibility for Children's Services and that it was proposed for her to be designated the statutory Director in that area. Members also considered proposals for Karen Smith, the Acting Deputy Director of Adult Services, to be the Council's statutory Director of Adult Services.

In considering the proposals, members were aware of the importance of ensuring consistency in relation to the improvement journey for the Council's Children's Social Care Services and school improvement services. It was also noted that support for the transition would be provided from an external experienced ex Director of Children's Services and that dialogue with both the Department for Education and the Local Government Association would also take place regarding the transition.

The Committee agreed:

1. That on an interim basis for a period up to 30<sup>th</sup> September 2015, Delyth Curtis be designated as the statutory Director of Children's Services from a date agreed by the Chief Executive.

## MINUTES OF CHIEF OFFICERS EMPLOYMENT COMMITTEE - FRIDAY, 4 JULY 2014

2. That on an interim basis for a period up to 30<sup>th</sup> September 2015, Karen Smith be designated as the statutory Director of Adult Services from a date agreed by the Chief Executive and be confirmed as a Chief Officer.

3. That the statutory designations referred to in 1 and 2 above be subject to confirmation by Council at its September meeting, but the Chief Executive be authorised as indicated, to make interim designations, prior to that meeting, should the need arise.

4. That the Chief Executive is authorised to make salary arrangements using the market supplement policy for both Statutory Directors within the current allocated budgets.

### Chairman

(The meeting ended at 2.10 pm)

Any queries regarding these minutes, please contact:

Lorraine Hurst, Head of Democratic Governance

Tel: (01253) 477127

E-mail: [lorraine.hurst@blackpool.gov.uk](mailto:lorraine.hurst@blackpool.gov.uk)

<b>Report to:</b>	<b>Chief Officers Employment Committee</b>
<b>Relevant Officer:</b>	Neil Jack, Chief Executive
<b>Relevant Cabinet Member</b>	Councillor Blackburn, Leader of the Council
<b>Date of Meeting</b>	25 <sup>th</sup> February 2015

## COUNCIL'S PAY POLICY STATEMENT

### 1.0 Purpose of the report:

1.1 To consider the Council's Pay Policy Statement and the scale of fees for elections and to recommend Council accordingly.

### 2.0 Recommendation(s):

2.1 That the Council be recommended to approve the Pay Policy Statement and the scale of fees for elections, as set out in the report.

### 3.0 Reasons for recommendation(s):

3.1 The Council has a duty to agree a pay policy statement before 31st March each year. It is also good practice to review the scale of fees for elections before a major election and these have not been reviewed since 2012.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

The Council has a duty to agree a pay policy statement and the proposed one is consistent with the guidance from the Department of Communities and Local Government. In relation to the election fees some minor changes are recommended which do not alter the overall budget. Other changes could be made but the Returning Officer does not wish to increase the overall costs and believes that the fees proposed are consistent with other similar Councils.

### 4.0 Council Priority:

4.1 The relevant Council Priority is "Deliver quality services through a professional, well-rewarded and motivated workforce."

## **5.0 Background Information**

5.1 The Council is required to produce a pay policy statement which must be in place for the year 2015/2016 and have received full Council approval before the start of that financial year.

5.2 The statement must set out the Council's policy on:

- I. Chief Officer Remuneration (at recruitment, salary, bonus, performance related pay, charges, fees, allowances, benefits in kind, enhancement to pension at termination).
- II. Remuneration of its lowest paid employees (elements as above), the definition used for this group and the reason for adopting that definition.
- III. The relationship between chief officer remuneration and that of other staff.

This however is a minimum requirement and Councils can do more if they so wish.

5.3 The guidance from the Department for Communities and Local Government has added that they expect the policy statement to cover:

- I. The opportunity for full Council to vote on senior remuneration packages with a value over £100,000 prior to an offer of appointment being made.
- II. Policies should explain the planned relationship between Chief Officer remuneration and that of other staff and the ratio between the highest paid and median salary that the authority aims to achieve and maintain.
- III. The value of the system of earn back pay with an element of their basic pay at risk each year to be earned back through meeting pre-agreed objectives.
- IV. Any decision that the Authority takes in relation to the award of severance to an individual Chief Officer.
- V. An explicit statement on whether or not they permit an individual to be in receipt of a pension in addition to receiving a salary.
- VI. Policies to deal with those who may have returned to the authority under a contract of service of any type having already received a severance or redundancy payment.

5.4 In addition to this guidance, it should be noted that the recommended practice for Local Authorities on data transparency states that the Council should disclose publicly:

- I. Senior employees salaries (that earn £50,000 and above). This includes disclosing their names, details of their remuneration, a list of responsibilities, for example the services and functions they are responsible for, budget held and number of staff.
- II. An organisation chart.
- III. The pay multiple which is the ratio between the highest paid salary and the median average salary of the whole authority's workforce.

## 5.5 Blackpool Council - Pay Policy Statement

The Pay Policy Statement is attached at Appendix 3 (a). Central to the statement is recognition that it is acknowledged that jobs have a value in terms of scope, specialist skills and knowledge, size and impact and the Council uses equality tested job evaluation schemes to ensure that this is done correctly and applied to an appropriate pay scale. Beyond that, the Council's employee benefits policies are universally applied wherever possible and the financial arrangements for all employees leaving the organisation for whatever reason are based on the same principles regardless of grade.

## 5.6 Scale of Fees – Local Elections

The draft Pay Policy Statement incorporates the fee paid to the Chief Executive in his personal role as Returning Officer. The Returning Officer has a personal liability for running the local election and in doing so employs staff for assistance in that purpose (rather than the Council) and pays them accordingly. In carrying out the role the Returning Officer is accountable to his statutory responsibility, not to the Council (in other words, the appointment is separate from his appointment as an officer of the Council).

5.7 Section 28(5) of the 1983 Representation of the People Act (as amended by paragraph 6(b) of Schedule 4 to the Act of 1985 and Schedule 16 to the 1994 Act) requires Councils to assign officers of the Council to assist the Returning Officer in carrying out all or any of his duties at an election. A scale of fees was agreed by Council in March 2012, for paying staff who work in this connection and this has been the basis of payments to staff who worked on national based elections and referendums with funding provided through external grant (e.g. Parliamentary and European elections and the Alternative vote referendum) and these fees have been accepted by the Government's Electoral Claims Unit, as a basis for paying staff.

5.8 The Returning Officer would also need to 'buy' in any other support directly related to the election (local or national based) (e.g. IT, customer services and operational services). These would be paid on the basis of reasonable and actual cost and again can be claimed back for national based elections/ referenda.

5.9 The scale of fees (Appendix 3 (b)) includes set fees for certain tasks and hourly payments for other duties in accordance with a spinal column point on the Council's pay scales, commensurate to the duties to be undertaken. Any Council staff used in this connection do not accrue flexi time or time off in lieu. Since they were last reviewed in 2012, the following minor changes are proposed.

- 5.10 Reduction Postal Opening Room Supervisor rate from SCP 37 to 33 and a similar reduction anyone for the providing/ delivering training, as it would be more proportionate to both these roles based on the experience of recent elections.
- 5.11 With regard to the count, some minor changes are proposed. For counts taking place out of working hours (e.g. after 10pm) then it is recommended that the first hour (including pre training) is paid at double time to assist with recruitment externally, (rather than time and a half). Many authorities use a 'retainer' for the first hour of either a set fee or a particular rate.
- 5.12 A new rate for a Deputy Table Supervisor allowance is proposed to assist the Table Supervisor and identify 'doubtfuls' and consequently a reduction in the Table Supervisor rate is suggested from SCP 37 to 33 as a result. With regard to clerical / poll cards, it is recommended that these payments be paid at the individuals own SCP rate, up to a maximum of SCP 30.

Does the information submitted include any exempt information?

No

**List of Appendices:**

Appendix 3 (a) – Draft pay Policy Statement.  
Appendix 3 (b) – Schedule of Election fees.

**6.0 Legal considerations:**

- 6.1 All legal duties concerned with this matter have been included in the Statement. It is considered good practice to have the Scale of Election fees for Local Elections agreed by or on behalf of the Council.

**7.0 Human Resources considerations:**

- 7.1 The Council's Pay Policy statement covers Chief Officer Remuneration in various forms and also its relationship with that of other staff. The Returning Officer has a personal liability for running the local election and in doing so employs staff for assistance in that purpose (rather than the Council).

**8.0 Equalities considerations:**

- 8.1 The Council has gone through a pay review process and as part of that review it has introduced two robust job evaluation schemes which are designed to ensure fairness and equity in terms of pay. These schemes and the desire to ensure fairness and transparency around pay form the basis of the Council's Pay Policy Statement. The Council complies with the recommended practice for Local Authorities on data transparency already.

**9.0 Financial considerations:**

9.1 No changes to the Council's financial arrangements have been made as a result of the introduction of this statement. The next all out Local Elections are scheduled for 7<sup>th</sup> May 2015 and the budget for that is set to accommodate any fees paid to staff who work on the local elections. With the Parliamentary Election being held on that same date, then the Council's costs will reduce accordingly, due to it being a combined election.

**10.0 Risk management considerations:**

10.1 The most significant risks around pay relate to the increased costs of employment and balancing the need to pay an appropriate salary that will mean that the roles the Council needs to fill to discharge its duties as a Local Authority can be filled by skilled, appropriately qualified staff. To mitigate against the first risk the Council ensures that its budgets are managed effectively and to deal with the second risk, there is a policy to deal with market supplements if they can be objectively justified.

**11.0 Ethical considerations:**

11.1 The Council's values of accountability are important in this report in that the Council is stating its pay rationale and the Returning Officer is also setting down the election fees paid.

**12.0 Internal/ External Consultation undertaken:**

12.1 Consultation has previously taken place with Trade Union Representatives on the policies referred to in the pay policy statement.

**13.0 Background papers:**

13.1 None.

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**Blackpool Council - Pay Policy Statement**

**Summary Statement**

Blackpool Council is committed to paying all its employees appropriately and fairly using recognised job evaluation schemes that have been tested to ensure that they are free of gender and any other bias. The pay scales for employees at all levels are in the public domain and the Council complies with requirements to publish data on senior salaries and its entire pay scale in the interests of transparency.

In determining the pay and remuneration of all its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010; Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000; and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

As far as possible all Council policies that relate to employment benefits are universally applied unless there is a specific contractual or business reason why they should be limited to a certain group of employees.

**Basic Pay**

All employees including Chief Officers basic pay is based on job evaluation processes that use the NJC scheme for posts graded at G and below and the Hay scheme for posts graded H1 and above.

Both of these schemes have been tested to ensure that they are free from gender and any other bias and the use of these schemes has been agreed with the relevant recognised trade unions.

Job evaluation panels made up of trade union and management representatives sit on a regular basis to evaluate posts which in turn produces a score and a grade. At the cross over of the two schemes there is a protocol for assessing whether the post should be dealt with under the Hay or the NJC scheme. Periodically, the Council uses the services of experts in the two schemes to assist with the evaluation of posts, provide training for staff and monitor the appropriateness of the senior pay line relative to the market.

The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine, for example, through any agreed annual pay increases negotiated with joint trade unions.

**Living Wage**

In order to support the lowest paid workers in the Council, from April 2013, the Council introduced the Living Wage supplement for Council employees whose total hourly rate is currently less than £7.65. The normal job evaluation processes will continue to determine the grade of posts in the Council. This will not include employees in maintained schools where pay is a matter for the relevant Governing Body.

Apprentices are paid at the National Minimum Wage during their apprenticeship period.

### **Market Forces Supplements**

Market forces supplements are only paid to employees including chief officers in exceptional circumstances and in accordance with the strict controls in the Council's Market Forces Policy. Any such payments are reviewed annually to ensure they remain valid.

### **Incremental Progression**

Progression through the grade for permanent and temporary employees is only possible upon completion of satisfactory service and in line with the NJC Terms and Conditions as described in the Green Book. Chief Officers are required to demonstrate in writing that they have achieved or exceeded their objectives in order to progress through the grade.

### **New Appointments**

Appointment to new posts are usually made at the bottom of the grade except in exceptional circumstances where the most suitable candidate can evidence that such an offer would not reasonably be acceptable to them and the Council is satisfied that market conditions require the appointment to take place at a higher point than the minimum.

All Chief Officer appointments are dealt with by the Chief Officer Employment Committee, using the normal recruitment procedures and options with appointments made to posts with a remuneration package of more than £100,000 being ratified by full Council.

### **Overtime and Additional Hours Payments and Premium Payments**

Contractual overtime and additional hours are paid in accordance with the NJC Terms and Conditions as described in the Green Book.

Non contractual, voluntary overtime, additional hours payments are paid in accordance with the Council's Pay Review Booklet.

To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration, e.g. honoraria, ex-gratia, 'acting up', relating to temporary additional duties are set out in the Council's Pay Review Booklet

Chief Officers are not paid overtime, additional hours payments or premium payments.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery or through contractual changes.

### **Honoraria Payments**

Subject to certain conditions, employees, with the exception of the Chief Executive and Chief Officers, who are temporarily required to undertake some or all of the duties of a higher graded post are eligible to be paid an honorarium. Details of the scheme can be found in the Council's Honoraria Procedure.

### **Bonus Payments and Earn Back Schemes**

No employees including Chief Officers in the Council are in receipt of bonus payments or subject to earn back schemes where employees give up some salary to earn it back upon completion of agreed targets.

### **Relationship between the Highest and the Lowest Paid**

The Council is committed to paying employees based on the recognised job evaluation schemes detailed above. It is the application of these schemes that creates the salary differentials. Pay rates for each grade are published on the Council's website.

### **Relationship between the Highest Paid Employee and the Median Salary**

The relationship between the highest paid employee and the median salary will be calculated on an annual basis and published on the Council's website alongside the information provided regarding senior managers salaries.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate, for example Epaycheck. In addition, upon the annual review of this statement, the Council will monitor any changes in the relevant 'pay multiples' and benchmark against other comparable local authorities.

### **Charges, Fees and Allowances**

The Travelling, Subsistence and Related Expenses Policy apply to all employees including Chief Officers.

The reimbursement of professional fees for certain occupational groups is covered by the Personnel Code and applies to all relevant employees regardless of grade.

All other allowances paid to employees regardless of grade are detailed in the Council's Pay Review Booklet.

Chief Officers do not receive additional allowance payments.

### **Pension**

Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Lancashire Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The employer contribution rates are set by statute and are available from the Payroll Team.

### **Electoral Fees**

The Chief Executive is the Council's appointed Returning Officer and is personally (not corporately) liable for the management of elections and referendums. The fee payable to

the Returning Officer for a European, UK Parliamentary and any other election or referendum organised nationally is set and paid for from Central Government. The fee payable to the Returning Officer for a local election, (which is held every four years) is the same as the fee set nationally for an equivalent election/ referendum, which is run on the local authority boundary.

For a local by-election the Returning Officer's fee is 10% of the fee for a full local election. Other fees paid to employees appointed by the Returning Officer for a local election are paid by the returning Officer, against fees set by the Council.

### **Redundancy Payments, Severance Payments and Retirement**

All employees including Chief Officers are entitled to redundancy payments and pension release in accordance with the Council's Redundancy and Retirement Procedure. Where the proposed severance payment, including salary paid in lieu, redundancy compensation, pension entitlement, holiday pay and any other fees or allowances paid to an employee, is more than £100,000, the decision will be ratified by full Council.

### **Termination Payments**

In exceptional circumstances the Council may make a termination payment to an individual under a compromise agreement. Such agreements protect the Council where there is a risk of high financial impact and/or damage the Council's business or reputation. Payments are authorised by the Chief Executive or his delegated Officers. In the event a compromise agreement involved the Chief Executive or a Chief Officer, where the payment exceeds £100,000, the decision would be made by the Council based on a recommendation from the Chief Officers Employment Committee

### **Scope**

This Pay Policy Statement applies to all Council employees. Employees whose terms and conditions of employment have been retained following a TUPE transfer (Transfer of Undertakings Protection of Employment) and are subject to the TUPE Regulations may be excluded from this policy.

## Blackpool Council

### Fees for Council elections and by-elections

#### A. Returning Officer's Fees

Fee for conducting the election and generally performing the duties required other than any duties for which separate fees are provided:

The fee payable to the Returning Officer for a local election (which is held every four years) is the same as the fee set nationally for the last equivalent election/referendum run on the local authority boundary.

For a local by election the Returning Officer's fee is 10% of the fee for a full local election. For additional by-elections taking place on the same day, a discretionary rate will be applied.

#### B. (i) Deputy Returning Officer's Fees (full powers)

Fee for conducting and generally performing the duties assigned by the Returning Officer, other than any duties for which separate fees are provided - 75% of Returning Officer fee.

#### (ii) Deputy Returning Officer's Fees (specific powers)

The Returning Officer has the discretion to determine the level of fees taking into account the responsibilities and time undertaken when performing these duties.

#### C. Polling staff

The Returning Officer may vary these rates for a combined election/referendum, on the basis of fees set nationally.

	<b>Fee</b>
<b>Presiding Officer</b>	
Polling day	£200
Training fee	£30
<b>Poll Clerk</b>	
Polling day	£120
Training fee	£20
<b>Polling Station Inspector</b>	
Polling day	£200
Training fee – Presiding Officer training	£30

**Note:** SCP = Spinal Column Point and refers to the appropriate level on the Council's pay scales.

	<b>Fee</b>
Training fee for each Polling Station Inspector training	£15

**D. Issue and opening of postal votes**

A 50% reduction will be applied for Council staff during normal working hours.

Postal Issue Supervisor	SCP 26
Postal Issuer	SCP 14
Postal Vote Opening Room Supervisor	SCP 33
Postal Vote Opening Team Member	SCP 18

**E. Count**

A 50% reduction will be applied for Council staff during normal working hours. For any Count taking place outside of normal working hours, the first hour will be paid at double time, with the appropriate rate applied for any hours worked thereafter.

Count Assistant	SCP 14
Count Deputy Table Supervisor	SCP 26
Count Table Supervisor	SCP 33
Other count roles – at the discretion of the Returning Officer	

**F. Other duties**

A 50% reduction will be applied for Council staff during normal working hours.

Poll cards - preparation	Own staff SCP rate up to a max of SCP 30.
Poll cards - delivery	16p per card
For providing general clerical assistance / technical support	Own staff SCP rate up to a max of SCP 30.
Providing/ delivering training (unless covered elsewhere)	SCP 26

(Should circumstances require, additional clerical payments may be made at the discretion of the Returning Officer)

**G. Mileage / travel**

Mileage payments for all roles will be subject to individual claims and will be at the rate equivalent to the Council's lowest casual user rate if used car or actual and necessary cost.

**H. Unsociable working hours**

**Note:** SCP = Spinal Column Point and refers to the appropriate level on the Council's pay scales.

Any work which may be undertaken during evenings and Saturdays will be paid at time and a half. Any work undertaken on Sundays and Bank Holidays will be paid at double time. (ie outside of the Council's normal core working hours).

**Note:** SCP = Spinal Column Point and refers to the appropriate level on the Council's pay scales.

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<b>Report to:</b>	<b>Chief Officers Employment Committee</b>
<b>Relevant Officer:</b>	Neil Jack, Chief Executive
<b>Relevant Cabinet Member</b>	Councillor Blackburn, Leader of the Council
<b>Date of Decision/ Meeting</b>	25 <sup>th</sup> February 2015

## CHIEF OFFICER STRUCTURE REVIEW

### 1.0 Purpose of the report:

1.1 The Committee is asked to approve the commissioning of the Hay Group to assist the Chief Executive in a review of the Chief Officer structure. This follows the resignation of the former Director of Children’s Services and the implementation of a temporary structure which this committee approved and is in place until August 2015. This review will assist the Authority to determine an appropriate permanent senior management structure which meets the future needs of the Council.

### 2.0 Recommendation(s):

2.1 To authorise the Chief Executive to commission the Hay Group to assist him in an evaluation of the authority’s senior management structural arrangements.

2.2 To note that a paper will be presented to the Chief Officer Employment Committee in June regarding the outcome of the review.

### 3.0 Reasons for recommendation(s):

3.1 To ensure that there is a permanent structure in place following the end of the temporary arrangements agreed by this Committee in July 2014.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council’s approved budget? Yes

3.3 Other alternative options to be considered:

To not undertake a review, however this will leave temporary arrangements in place with an end date of August 2015. A review commenced now will enable a permanent structure to be in place when the temporary arrangements finish.

**4.0 Council Priority:**

4.1 The relevant Council Priority is “Deliver quality services through a professional, well-rewarded and motivated workforce.”

**5.0 Background Information**

5.1 The Chief Officer Employment Committee met in June 2014 and was informed that the Chief Executive had reviewed the directorate structure to reduce costs whilst still delivering effective services. This had been achieved by the secondment of one of the Council’s chief officers to Blackpool Coastal Housing. That secondment is due for review this April.

5.2 In July 2014, a further report was taken to the Chief Officer Employment Committee which outlined temporary arrangements to the senior management structure which were to be put in place until August 2015, following the resignation of the former Director of Children’s Services.

5.3 It is important that the Council establishes a sustainable senior management structure for the organisation that is fit for purpose and allows it to attract and retain excellent senior management to drive the organisation forward through these challenging times whilst at the same time is cognisant of the difficult financial climate faced by the public sector. The Hay Group has undertaken work with the Council before in relation to the Chief Officer core and has prior knowledge to assist its representatives with this work, in supporting the Chief Executive. The Chief Executive is therefore of the opinion that these specialist services can only be obtained from a sole supplier and there would be no benefit to the Council in seeking bids for this work.

Does the information submitted include any exempt information?

No

**List of Appendices: None**

**6.0 Legal considerations:**

6.1 The Council has to have in place a number of statutory officer positions including a statutory Director of Children’s Services (under the Children’s Act 2004) and a statutory Director of Adult Services (under the Local Authority Social Services Act 1970, as amended). These arrangements are currently temporary and it is prudent to have a permanent structure in place to reassure such inspection agencies as Ofsted and the Care Quality Commission.

6.2 The Director of Children’s Services is responsible for the performance of local authority functions relating to the education and social care of children and young people. The Director is also held to account for the effective working of Children’s Safeguarding Board by the Chief Executive and challenged where appropriate by the designated Lead Member. The Director of Adult Services also has a similar role to play with regard to protecting adults. The Adult Safeguarding Board will also become a statutory body from 1<sup>st</sup> April this year. Permanent appointments in these positions will help their statutory roles to become embedded within the organisation and provide assurance to the Safeguarding Boards and external agencies.

**7.0 Human Resources considerations:**

7.1 The Chief Officer who is seconded to Blackpool Coastal Housing and the two Chief Officers who are acting as the statutory Director of Children’s Services and the statutory Director of Adult Services are the ones occupying temporary positions.

**8.0 Equalities considerations:**

8.1 Equal Pay considerations are at the heart of all processes connected with structures, responsibility and pay grade. This review process by an organisation who are well established for their gender bias free pay evaluation model is recommended as a means of ensuring that all proposals in this regard are free of gender bias.

**9.0 Financial considerations:**

9.1 If this report is agreed, then Hay will work to the Chief Executive and be asked to consult with all Chief Officers as part of this process in order to take cognisance of their views. The work to be undertaken by the Hay Group has not been finally scoped out but will be no more than £10,000 and can be met from existing budgets.

**10.0 Risk management considerations:**

10.1 The continuation of temporary arrangements will add uncertainty to the Council and its stakeholders such as Ofsted, the Care Quality Commission and the Department for Education. To commence a review of the structure now will enable a smooth transition to a permanent structure, when the temporary arrangements end.

**11.0 Ethical considerations:**

11.1 The Council’s values of ‘accountability’ and ‘delivering quality services’ are key in regard to ensuring that the top level of the officer core is fit for purpose and accountable for their actions, in particular those with statutory responsibilities.

**12.0 Internal/ External Consultation undertaken:**

12.1 No consultation has taken place at the moment but if this report is approved, the process will involve representatives from the Hay Group consulting with relevant parties and reporting back to the Chief Executive.

**13.0 Background papers:**

13.1 None.