

Agenda

Chief Officer Employment Committee

Date:	Monday, 11 July 2022 at 5:30pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	Councillor Karen Buckley (Chairman) Councillor Roger Small (Vice-Chairman) Councillors Peter Collins, Susan Fazackerley MBE, Liz Oades, Richard Redcliffe.

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
3	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 16 March 2022 as a correct record.	
	DECISION ITEMS:	
4	Chief Executive Job Evaluation – Service Review 2022	3 - 6

Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	CHIEF OFFICERS EMPLOYMENT COMMITTEE	11 JULY 2022	4
CHIEF EXECUTIVE JOB EVALUATION– SERVICE REVIEW 2022			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

At its March meeting, the Chief Officers Employment Committee (COEC) agreed to changes to the post of Deputy Chief Executive and Chief Financial Officer including the grading of these posts. As a result, the COEC requested that the Head of HR arrange for the Chief Executive's job description to be updated/agreed followed by the engagement of an independent consultant to job evaluate the updated job description. The COEC requested a report back on the matter in due course.

This report reports back on the evaluation undertaken by an independent consultant who has been engaged to undertake the job evaluation of the post of the Chief Executive.

RECOMMENDATIONS

The committee notes the outcome of the Chief Executive post job evaluation outcome included in the report and approves implementation of the pay bands listed in Table 1 of the report from April 1st, 2022.

SUMMARY OF PREVIOUS DECISIONS

Chief Officers Employment Committee – October 29th, 2021

a) Amend paragraphs 2 and 3 of the terms of reference of COEC as follows:

2. The appointment of:

The Officer designated as the Head of the Authority's Paid Service.

A statutory Chief Officer within the meaning of Section 2(6) of the Local Government and Housing Act 1989; and

Any officer designated as a director.

3. The dismissal of, or disciplinary action against, any Officer referred to, or the consideration of any appeals, grievances, or other matters in relation to any such officer where it should be expedient for the committee to deal with them.

b) Amend rule 4 of the Officers Employment Procedure Rules as follows:

The Chief Officers Employment Committee may appoint any officer designated as a director or any other statutory Chief Officers on the Council's behalf.

c) Delegate the following function to the Chief Executive:

The appointment, dismissal or disciplinary action against any chief officer or deputy chief officer (as defined in section 2 of the Local Government and Housing Act 1989) who is normally expected to attend meetings of the council's management team. (Appointments to be made following consultation with the Leader of the Council and the leader of the main opposition political group).

Chief Officers Employment Committee – 16th March 2022

1. To note and agree the Chief Officer post title change from Director of Resources to Deputy Chief Executive and the Head of Finance (Section 151 Officer) post change to Chief Financial Officer (Section 151 Officer)
2. To note the Hays Chief Officer job evaluation outcomes for the Deputy Chief Executive and the Chief Financial Officer included in the report and to approve the implementation of the appropriate pay bands listed in Table 2 of the report from 1st April 2022
3. To request that the Head of HR engage an independent consultant to review the job evaluation of the post of the Chief Executive in light of the changes in other senior management posts as a result of the service review and requested a report back on the matter in due course.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	

REPORT

1. The Chief Officer posts at Fylde that were proposed as part of Phase 1 of the post-COVID management review were confirmed by the Chief Officers Employment Committee at its meeting on 29 October 2021. The roles and responsibilities of the Head of Finance and Director of Resources that were agreed in Phase 1 of the senior management review have been subject to the Hays Chief Officers job evaluation along with post change to the titles of the posts. These subsequent changes were agreed at the COEC at its meeting on 16 March 2022.
2. Due to these changes, the COEC also requested that an up-to-date job description be arranged for the Chief Executive followed by an independent evaluation of the post.
3. Following agreement of the updated job description the evaluation was commissioned by the Head of HR, in consultation with the Deputy Chief Executive, and this report provides the summary of this evaluation which is attached at Appendix A. The evaluation has been undertaken by STAHRS Ltd which is an independent consultancy which specialises in public sector job evaluation and has supported Fylde Council in maintaining and managing its job evaluation process since 2007. STAHRS also provides the service to more than 40 public sector organisations across the United Kingdom.
4. The review reflected that the Council has already agreed that the outcome of the job evaluation review for the two other Chief Officer posts within the council and concludes that the Chief Executive salary can be built on top of this Scheme to maintain a consistent rank order at the top of the organisation and to reflect the changes made in the recent service review.
5. To maintain pay differential within the Chief Officer and Chief Executive salary bands, the evaluation concludes that it would be appropriate to increase the Chief Executive salary by the same percentage. This would result in an increase from the existing salary of £105,786 to £113,825 at the top of grade.
6. To maintain equity and equality with the other Chief Officer posts, it is therefore proposed that there will be three incremental grades as follows:
 - CE scp1 £108,465
 - CE scp2 £111,144
 - CE scp3 £113,825

7. In line with the other Chief Officer posts it is proposed that the revised grade be implemented with effect from 1 April 2022, with any pay back-pay payable from this date. Further increases would be applicable from the dates shown in Table One below.

Table One

CE1 - 1 April 2022	£108,465
CE2 - 1 April 2023	£111,144
CE3 - 1 April 2024	£113,825

IMPLICATIONS	
Finance	The additional costs outlined in the report as a result of the implementation of updated Chief Executive pay bands following the job evaluation process can be met from existing budget provision within the salary budgets for the authority.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability and Environmental Impact	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	Tracy.manning@fylde.gov.uk	22 June 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Report to Fylde Borough Council

From STAHRs Ltd

Date 15th June 2022

Chief Executive's Pay Review

Introduction

On the 16th March 2022 it was resolved that an independent consultant be engaged to review the job evaluation of the post of Chief Executive in light of changes in other senior management posts as a result of the service review.

STAHRs Ltd has been engaged to conduct this review.

Background

STAHRs Ltd is an independent consultancy which specialises in public sector job evaluation and has supported Fylde Council in maintaining and managing its job evaluation process since 2007.

STAHRs also provides the service to more than 40 public sector organisations across the United Kingdom.

Findings of the Review

The Council has already agreed that the outcome of the job evaluation review for the two Chief Officer posts are as follows

Chief Finance Officer increase from £70,042 to £75,503

Deputy Chief Executive increase from £74,513 to £80,013

This was determined using the NJC Chief Officer Job Evaluation Scheme

The Chief Executive salary can be built on top of this Scheme to maintain a consistent rank order at the top of the organisation and to reflect the changes made in the recent service review

In order to maintain pay differential within the Chief Officer and Chief Executive Salary it would be appropriate to increase the Chief Executive salary by the same percentage

This would result in an increase from the existing salary of £105,786 to £113,825 at the top of grade.

In order to maintain equity and equality it is proposed that there will be a three increment grade as follows

CE scp1 £108,465

CE scp2 £111,144

CE scp3 £113,825

Recommendation

It is recommended that the Chief Executive's salary be approved as set out in the report

Report Author

Steve Traynor

HR Consultant

Stahrs Ltd