

Agenda

Chief Officer Employment Committee

Date:	Wednesday, 16 March 2022 at 5:00pm
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 29 October 2021 as a correct record.	
	DECISION ITEMS:	
4	CHIEF OFFICER ARRANGEMENTS – SERVICE REVIEW 2022	3 - 5

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

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
GOVERNANCE	CHIEF OFFICERS EMPLOYMENT COMMITTEE	16 MARCH 2022	4
CHIEF OFFICER ARRANGEMENTS – SERVICE REVIEW 2022			

PUBLIC ITEM

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

SUMMARY

The report provides the committee with updates to Chief Officer posts at Fylde council that have resulted from the post COVID 2022 senior management review, including evaluation regrades and post titles for the committee to approve.

RECOMMENDATIONS

1. The committee 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. The committee notes the Hays Chief Officer job evaluation outcomes for the Deputy Chief Executive and the Chief Financial Officer (Section 151) included in the report and approves implementation of the appropriate pay bands listed in Table 2 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).

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 proposed as part of Phase 1 of the post COVID management review were confirmed by the Chief Officers Employment Committee at its meeting on October 29th, 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.
2. The post title changes have been proposed to achieve consistency with current best practice and titles that reflect the duties and responsibilities of the post holders. The Director of Resources post will be re-titled Deputy Chief Executive, with the Director posts removed from the senior management structure this provides appropriate demarcation of the Chief Officer post. The post holder will retain the Returning Officer responsibility. The Head of Finance (Section 151 Officer) will be re-titled Chief Financial Officer (Section 151 Officer) which is the more commonly used title for the post in most local authorities. The committee is asked to note and agree the change of title for the Chief Officer posts outlined above.
3. The Hays Chief Officer scheme has been used to evaluate Chief Officer posts at Fylde since 2007 in accordance with the Job Evaluation agreement under Joint National Committee (JNC) arrangements. The Chief Officer job evaluation points score (Table 1), and the proposed Chief Officer spinal column pay grades (Table 2) from April 1st, 2022 are included below:

Table 1: Chief Officer Evaluation Hays Pay Model

District Council with under 500 Employees

Job Evaluation Points Range	Chief Officer Spinal - Column Points	Salary Range 2020/21 (£)
451-- 500	17-19	82530 - 85103
401-- 450	14-16	76503 - 80103
351-- 400	11-13	72103 - 75503
301-- 350	8-10	67503 - 70903
251-- 300	5-7	62903 - 65903
200-- 250	1-4	58803 - 61403

Table 2: Chief Officer Spinal Column Pay Grade Points

Chief Officer Spinal Column Point	Salary 22/23 (£)
1	58803
2	59203
3	60203
4	61403
5	62903
6	64403
7	65903
8	67503
9	69103
10	70903

11	72103
12	73903
13	75503
14	76503
15	77903
16	80103
17	82903
18	83503
19	85103

4. The updated roles and responsibilities of the Chief Officer posts have been evaluated with the following outcomes:
- a. The Deputy Chief Executive post scored 410 points that falls in pay band 14 to 16 which has a salary range from £76,503 to £80,103 per annum
 - b. The Chief Financial Officer post scored 360 points that falls in pay band 11 to 13 which has a salary range from £72,103 to £75,503
5. The current pay point for the former Head of Finance (Section 151 Officer) is £70,042, the pay band from April 1st, 2022 for the Chief Finance Officer (Section 151 Officer) will be £72,103, a difference of £2,061 per annum. The current pay band for the former Director of Resources is £74,513, the pay band for the Deputy Chief Executive from April 1st, 2022 will be £76,503, a difference of £1,990 per annum. The total difference between the posts of £4,051 per annum will be funded from existing budget provision within the salary budgets for the authority. The committee is asked to note the evaluation outcomes as determined by the national scheme and approve the implementation of the Chief Officer spinal column pay bands from April 1st, 2022 included in Table 2 above.

IMPLICATIONS	
Finance	The additional costs outlined in the report as a result of the implementation of updated Chief Officer 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
Allan Oldfield	allan.oldfield@fylde.gov.uk	14 February 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		