

**Report for: Chief Officer
Employment Panel**

Date of Meeting:	8 th December 2022
Subject:	Director Posts in People Directorate
Responsible Officer:	Senel Arkut Corporate Director People
Exempt:	No
Enclosures:	None

Section 1 – Summary and Recommendations

This report explains the outcome of job evaluation exercises in the People Directorate earlier this year and seeks retrospective approval for the creation of 6 D1 graded posts.

Recommendations:

The Panel is requested to retrospectively approve the creation of the following posts in the People Directorate with salary packages of £91,269 - £107,264:

- Head of Service: Children's Access
- Head of Service: Children in Need
- Head of Service: Quality Standards & Practice Improvement
- Head of Service: Corporate Parenting
- Head of Service: Early Help & Youth Justice
- Head of Service: Specialist Learning & Disability and Children & Young Adults with Disabilities

Section 2 – Report

Background

From July 2020 to September 2021, a total of 7 Head of Service roles within the People Services directorate were sent through to HR for grade re-assessment. The roles were job evaluated, under the HAY scheme, and all 7 roles were regraded from grade MG4 to grade D1; without approval from the Chief Officers' Employment Panel (COEP). This grade increase resulted in staff being paid or to potentially be paid more than £100,000 per annum.

Adult Social Services

In January 2020, the Director of Adult Social Services (DASS) requested the Head of Service for Learning Disability (LD) & Children and Young Adults with Disabilities (CYAD) role be re-evaluated and sought consent from the Corporate Director of People to approve. Consent was given and the final job description was brought forward for grade assessment. When Human Resources (HR) confirmed the grade to management, they did not remind the managers that the change in grade would need to go through COEP. A job evaluation amendment form was provided to managers to make the necessary changes on SAP. In September 2020, the DASS put forward a second role, Head of Service – Health & Well-Being, to HR for a grade re-assessment. Consent was sought from the Corporate Director of People before the role was evaluated. When HR confirmed the grade to management, they did not remind the managers that the change in grade would need to go through COEP.

Children and Young People Services

In August 2021, the Divisional Director Children and Young People Services, with the approval of the Corporate Director for People, approached HR to re-evaluate 3 Head of service roles within this division. The roles which were put forward were:

- Head Of Service Children's Access
- Head Of Service Children in Need
- Head Of Service Quality Standards and Practice Improvement

When these roles were put forward for grade assessment, HR highlighted the following:

“Please note that should these roles incur a grade increase, they will need to go to COEP to agree to the grade prior to making the changes on SAP. I will advise you of the outcome in due course.”

However, when HR confirmed the roles were regraded from grade MG4 to grade D1 they did not remind management to go to COEP. Following this grade assessment, the Divisional Director Children and Young People Services requested, with the Corporate Director's approval, for the remaining Head of Service roles to be put forward for grade assessment. These roles were:

- Head Of Service Corporate Parenting
- Head Of Service Early Help and Youth Justice

When HR confirmed the grades to management, they did not remind the managers that the change in grade would need to go through COEP. In addition to the above, all 7 Head of service roles were renamed to Assistant Directors, the table below illustrates this.

It is also worth noting that managers are also aware that staffing costs that will be more £100,000 would need to go to the COEP for approval. It is not solely the responsibility of HR.

Original job title and grade	Reason for change	Date of Evaluation	Revised Job Title and grade
HOS for Learning Disability (LD) & Children and Young Adults with Disabilities (CYAD)	The DASS put forward this post to re-evaluate to HR. The post holder requested their role be regraded following the CYAD team being lifted and shifted into their service area.	July 2020	Assistant Director for LD & CYAD
Head of Service – Health & Well-Being	The DASS put forward this post to re-evaluate to HR. The post holder requested their role be regraded considering them being the strategic lead for integrated services.	October 2020	Assistant Director for Health and Wellbeing and Integrated Care
Head of Service - Children’s Access	The Director of Children Services (DCS) put forward initially these 3 roles to be regraded, considering the roles within Adult Services were regraded to D1 and the post holders advising that	September 2021	Assistant Director Contact and Assessment
Head of Service - Children in Need			Assistant Director – Children Safeguarding
Head of Service - Quality Standards and Practice Improvement			Assistant Director – Quality Standards and Improvement

	there have been changes to their roles.		
Head of Service - Corporate Parenting	The DCS requested these 2 roles be reassessed, in line with the other HOS within the Children's division.	October 2021	Assistant Director - Corporate Parenting
Head of Service - Early Help and Youth Justice		October 2021	Assistant Director - Early Help and Youth Justice

Issue for Consideration

At the time of the re-evaluation, D1 posts were paid at between £91,269 - £107,264. The Constitution requires that the approval of this Panel is required before remuneration packages over £100,000 are agreed for any Council post, but this approval was not sought in relation to these posts.

Following completion of the job evaluation process, new contracts of employment were issued to the post holders reflecting their new pay scale.

Options

Given post holders have been issued with new contracts, there is nothing the Panel can now do except to correct the earlier omission and approve the salary packages for these posts, which the Panel is recommended now to do.

Future Role of the Panel

Both the Corporate Board and Human Resources Department have now been instructed on the role of this Panel, to avoid any future omissions of the sort set out above.

Staffing/workforce

This report seeks to correct a governance irregularity and does not impact on the post holders.

Equalities impact

There are no direct equalities impacts arising from this report.

Legal Implications

The postholders have been issued with new contracts of employment reflecting their new D1 grades, which are binding on both the individuals and the Council.

Financial Implications

For the two posts in Adult Services, there is budget provision. For the 5 posts in the Children's Service, there is no budget provision. The posts are held against the management budget which is forecasting a budget pressure of £150k as at quarter 2, which feeds into the overall forecast overspend against the Children's budget of £1.874m.

Risk Management Implications

The risk of future irregularities has been addressed by the instructions about the role of this Panel noted above.

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? No

Section 3 - Statutory Officer Clearance

Statutory Officer: DAWN CALVERT

Signed by the Chief Financial Officer

Date: 29/11/2022

Statutory Officer: HUGH PEART

Signed by the Monitoring Officer

Date: 30/11/2022

Chief Officer: SENEL ARKUT

Signed by the Corporate Director

Date: 24/11/22

Section 4 - Contact Details and Background Papers

Contact: Senel Arkut Corporate Director People

Background Papers: None