

**REPORT FOR: Chief Officers'
Employment Panel**

Date of Meeting: 1st November 2016

Subject: Recruitment to the post of Divisional Director of Housing

Responsible Officer: Frances Mills, Head of People and OD

Exempt: No

Enclosures: Appendix 1: Draft Job Description & Person Specification – information only

Section 1 – Summary and Recommendations

This report makes a recommendation in relation to the remuneration for the post of Divisional Director of Housing.

Recommendations:

The Panel is requested to agree that the grade of D2 (£101,767 - £114,459) be applied to the post of Divisional Director of Housing.

Reason: (For recommendation)

To enable the appointment of a new Divisional Director of Housing at the appropriate salary in line with Council procedures .

Section 2 – Report

Background

2.1 The Council wishes to appoint a new Divisional Director of Housing.

2.2 The Chief Officers' Employment Panel (COEP) is responsible for approving the remuneration package if £100,000 or greater and for reporting back to Council for information purposes on all such approved remuneration packages.

Job Description and Person Specification

2.3 This is attached for reference of the panel.

Harrow Council's Pay Policy Statement 2016:

2.4 All employees, including Chief Officers are normally appointed on the lowest pay spine column point for their job evaluated grade. In exceptional circumstances employees may be appointed at a higher point within the evaluated grade.

2.6 The Council delegates authority to the Chief Officers' Employment Panel to make recommendations to Council on the appointment of the Head of Paid Service and make appointments of Chief Officers in accordance with the Council's Pay Policy.

Historical Post Information

2.9 The post has been filled since July 2009 on a contractor basis with an annual cost of £157,250 (excluding agency costs). The post was previously graded at D1.

Grade of Post

2.10 The post has been re-evaluated by HR and has been graded as D2 - £101,767 - £114,459 (from 1st April 2016).

Director of Housing Pay Comparators

2.11 Published pay details, for similar posts in neighbouring Boroughs are set out below for information:

London Borough	Pay Scale
Waltham Forest	Director of Housing £101,990 to £110,090 (Currently advertised)
Hackney	Director – Housing Up to £125k
Redbridge	Director of Environment, Housing and Community Services £130,000 - £134,999

Hounslow	Director Housing Max Salary for Grade: £119,159 (1 March 2016)
Ealing	Director of Built Environment Max Salary for Grade £110,910 (April 2016)

Remuneration Package

2.12 The Chief Officers' Employment Panel are therefore requested to agree that the post be graded as D2.

Arrangements for Selection

2.14 Provided the remuneration package is approved, arrangements can be made to shortlist and interview candidates.

Finance

2.15 A breakdown of the post funding is provided below:

Housing Revenue Account - 80%
General Fund – 20%

The element of the post's salary charged to the GF would be c.£27k at the bottom of the scale and c.£31k at the top of the scale. There is a general fund budget provision of £28k. Additional budget would have to be found within existing directorate resources if required.

Section 3 - Statutory Officer Clearance

Name: Dawn Calvert	<input checked="" type="checkbox"/>	Chief Financial Officer
Date: 05/10/2016		
Name: Caroline Eccles	<input checked="" type="checkbox"/>	On behalf of the Monitoring Officer
Date: 12/10/16		

Section 4 - Contact Details

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