

Report for: **Chief Officer**
Employment Panel

Date of Meeting: 18th March 2021

Subject: Re-grading of the posts of Director of Education and Director People Services Strategy and Commissioning

Responsible Officer: Paul Hewitt
Corporate Director People Services

Exempt: No

Wards affected: N/A

Enclosures: Appendix 1: Job Descriptions & Person Specifications – information only

Section 1 – Summary and Recommendations

This report makes a recommendation in relation to the review of the senior management structure of People Services for Education Services and People Services Commissioning and Strategy and proposes additional responsibilities and approval of remuneration packages.

Recommendations:

The Panel is requested to approve that the grade of D2 (£109,785 to £123,588) be applied to the posts of Director of Education and Director People Services Strategy and Commissioning.

Section 2 – Report

Background

- 2.1 People Services has a significant number of challenges and opportunities; specifically, budget pressures, supporting our schools and early years community, and social care. At a strategic directorate level, the overall structure and how it is operating in practice is good and fit for purpose. As the structure is sound and the officers are professional and competent, given the scale of the opportunities and challenges, a restructuring exercise is not appropriate at this time. The proposed changes to the role profile and person specification for the posts of Director of Education and Director People Services Strategy and Commissioning move forward on this basis, putting in place the necessary actions to formalise the existing arrangements across the Divisional Directors for Education Services and Strategy and Commissioning.
- 2.2 The current structure for People Services was established in April 2016 with the appointment of the Divisional Director Education Services and Divisional Director People Services Strategy, Commercialisation and Regeneration. Since then there have been several service reviews and minor and major re-structures to realign services and ensure capacity is effectively deployed including the People Services Commissioning re-structure following the LGA Peer Review and the School Effectiveness and Improvement and Early Years re-structures.
- 2.3 The role profiles for the Divisional Director posts and titles needed to be reviewed and updated, to reflect the changes that had evolved over time, as outlined in 2.2 above, and to incorporate the current responsibilities. The roles of these posts, Director of Education Services and Director of People Services Strategy and Commissioning are critical to ensure that there are clear lines of accountability across the Directorate, and clarity about these accountabilities for both internal and external stakeholders.
- 2.4 The current postholders are fulfilling the roles and responsibilities set out at Appendix A, and asked for the roles to be re-evaluated. Both

postholders are already in post and will be assimilated to the new grade of D2.

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

Role Profile and Person Specification

- 2.6 The new Director of Education and Director People Services Strategy and Commissioning job description and person specification are attached at Appendix A to this report.

Harrow Council's Pay Policy Statement 2020/2021

- 2.7 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.
- 2.8 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.

Grade of Post

- 2.9 The two Director posts have been re-evaluated by HR and been graded as D2 - £109,785 - £123,588. [Both postholders are currently remunerated at SCP 5 of D1 -£103.527 due to their length of time in service].
- 2.10 The difference between D1 and D2 grades are as follows:

Grade	SCP	Annual Salary
D1	1	£87,807
	2	£91,707
	3	£94,821
	4	£98,379
	5	£103,527

Grade	SCP	Annual Salary
D2	1	£109,785
	2	£113,118
	3	£116,478
	4	£119,976
	5	£123,588

Remuneration Package

2. 11 The Chief Officers' Employment Panel are therefore requested to agree that these Director posts be graded as D2. Both post holders will move to SCP 1 of D2, backdated to 1st April 2020. [This is because the re-evaluation of the posts was paused in March 2020 due to the pandemic, and should have taken effect from that time].

Legal Implications

In accordance with the Constitution, this Panel is required to approve a remuneration package of £100,000 or over for any Council post.

The Panel is required to report back to Council for information purposes on all such approved remuneration packages.

Financial Implications

The financial implications of this report will be contained within the current resources of the People Services Directorate.

Risk Management Implications

Risk included on Directorates risk registers: No
 Separate risk register in place: No

The report complies with the Chief Officer and senior manager contractual terms and conditions of employment.

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? No

An Equality Impact Assessment (EqIA) has not been carried out, as the diversity of senior management is reported annually to the Employees' Consultative Forum. The latest annual report identified from the Council's workforce profile data, that there is an under representation of women, BAME and disabled staff in the current senior management structure. The following actions have been proposed over the last number of years:

- The Council will ensure all affected managers are treated fairly and there is no discrimination.
- The Council will continue to promote equality of opportunity and encourage and facilitate the development and appointment of underrepresented groups into senior posts.
- As the current postholders will be directly assimilated into these roles, the outcome of this exercise will result in no change to this under representation.
- The Council will continue to monitor the representation of women, black and ethnic minorities and those with a disability in senior management through performance indicators and report this annually to the Employees' Consultative Forum.

Council Priorities

These roles will support the Council's objectives in a number of areas and relates to the following high-level priorities:

1. Improving the environment and addressing climate change
2. Tackling poverty and inequality
3. Building homes and infrastructure
4. Addressing health and social care inequality
5. Thriving economy

Section 3 - Statutory Officer Clearance

Statutory Officer:

Signed on behalf of the Chief Financial Officer

Sharon Daniels

Head of Strategic and Technical Finance (Deputy S151)

Date: 8th March 2021

Statutory Officer:

Signed on behalf of the Monitoring Officer

Caroline Eccles

Senior Lawyer - Employment and Governance

Date: 8th March 2021

Chief Officer: Paul Hewitt
Corporate Director People Services

Date: 2nd March 2021

Section 4 - Contact Details and Background Papers

Paul Hewitt, Corporate Director, People Services
paul.hewitt@harrow.gov.uk