
New Post of Executive Director (Communities)

Committee considering report:	Special Executive on 17 May 2018
Portfolio Member:	Councillor Graham Jones
Date Portfolio Member agreed report:	10 May 2018
Report Author:	Robert O'Reilly/Nick Carter
Forward Plan Ref:	Urgent Item

1. Purpose of the Report

- 1.1 The purpose of the report is to seek permission from the Executive to delete the post of Corporate Director (Communities) and replace it with a new post of Executive Director (Communities) to include the new role of Deputy Chief Executive, and to seek the funding required to support the new remuneration package.

2. Recommendations

- 2.1 The Executive agree to delete the post of Corporate Director (Communities) and replace it with a new post of Executive Director (Communities) to include the new role of Deputy Chief Executive.
- 2.2 To agree the additional funding of £23,186 pa required to support the new post.

3. Implications

- 3.1 **Financial:** If approved the new post of Executive Director (Communities) will cost an additional £23,186 pa compared to the post of Corporate Director (Communities) at mid-point of the salary ranges.
- 3.2 **Policy:** If approved, this decision will change the Pay Policy statement of the salaries of senior posts.
- 3.3 **Personnel:** The proposal creates a new post within the Council's senior management structure and deletes another. There is a change in responsibilities in terms of the post deputising for the Chief Executive and there has also been a need to revise the remuneration package to ensure that the Council has a good chance of securing a satisfactory candidate.
- 3.4 **Legal:** None.
- 3.5 **Risk Management:** None.
- 3.6 **Property:** None.
- 3.7 **Other:** None.

4. Other options considered

- 4.1 In all other respects the Council's senior management arrangements remain unchanged.

Executive Summary

5. Introduction / Background

- 5.1 The 2016 Senior Management Review highlighted concerns regarding senior management remuneration. Following the Executive meeting in December 2016 an independent review of remuneration was commissioned which is yet to conclude. This is being undertaken by South East Employers (SEE).
- 5.2 The current Corporate Director (Communities) resigned in February 2018 and this has triggered the need to review the remuneration of the post. Given the current state of the employment market the view has been taken that a higher remuneration package will be needed to secure the right candidate.
- 5.3 The SEE Review is also considering broad management structure options which its expected will then be taken forward internally in association with the development of the Council Strategy.

6. Proposal

- 6.1 It is not proposed to make changes to the Council's overall management structure at this time however the following are being recommended;
 - the post of Corporate Director (Communities) is abolished and replaced by the new post of Executive Director (Communities) which will also attract the designation of Deputy Chief Executive;
 - it remains a 'twin hatted' role following the conclusions of the recent independent Test of Assurance;
 - that the salary for the new post is set in the range of £123,000 - £128,000 and that the additional funding required is met from the Council's revenue reserves.

7. Conclusion

- 7.1 Concerns regarding senior management remuneration were highlighted to the Executive in December 2016 and an independent review was commissioned last summer. This has yet to conclude.
- 7.2 The resignation of the Corporate Director (Communities) now brings this issue into sharp focus. Prior to the conclusion of the overall review it has been felt necessary to review the remuneration of this specific post and recommendations are now being made in this regard so that recruitment can commence with a realistic chance of success.
- 7.3 Some minor changes are being proposed to the role itself notably to the job title along with the addition of the designation, Deputy Chief Executive. The reasoning for this is set out in the supporting information.

8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Supporting Information

New Post of Executive Director (Communities)

- 8.3 Appendix C – West Berkshire Council – current management structure
- 8.4 Appendix D – West Berkshire Council – proposed management structure
- 8.5 Appendix E – Executive Director (Communities) – draft job description
- 8.6 Appendix F – Test of Assurance

Appendix A

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	To create a new post of Executive Director (Communities)
Summary of relevant legislation:	n/a
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Robert O'Reilly
Date of assessment:	02/05/2018

Is this a:		Is this:	
Policy	Yes	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	Yes
Service	/No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To create a new post of Executive Director (Communities) to include the new role of Deputy Chief Executive
Objectives:	To create a new post of Executive Director (Communities) to include the new role of Deputy Chief Executive
Outcomes:	To create a new post of Executive Director (Communities) to include the new role of Deputy Chief Executive
Benefits:	Will allow the Council to fill a vital senior role.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	None	

Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership	None	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Further Comments relating to the item:		
The post, if approved by the Executive, will be externally advertised. Applications from candidates with any protected characteristics under the EA will be welcome in accordance with the Council's recruitment policy.		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	n/a
Timescale for Stage Two assessment:	n/a

Name: Robert O'Reilly

Date: 02/05/2018

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.