

Report to the Council

Committee: Top Management Cabinet

Date: 28 June 2007

Chairman: Councillor Mrs D Collins

Item: 14

1. DEPUTY CHIEF EXECUTIVE

Recommending:

(1) That a post of Deputy Chief Executive be established at the salary level recommended by HAY Management Consultants; and

...

(2) That the indicative job description attached as an Appendix to this report be agreed subject to inclusion of the duty as Lead Officer for Overview and Scrutiny.

Introduction

- 1.1 We have been authorised to report direct to the Council with recommendations concerning the Top Management Structure.
- 1.2 We are proceeding with proposals for a new structure consisting of a Chief Executive, Deputy Chief Executive, five Service Directors and an Assistant to the Chief Executive.
- 1.3 At its meeting on 24 April 2007 the Council agreed our proposals for the establishment of a post of Chief Executive. This report seeks approval to the establishment of a post of Deputy Chief Executive. We will be reporting later in the year on proposals for the structure at Service Director level.

Deputy Chief Executive

- 1.4 The proposed key functions of the post of Deputy Chief Executive are to support and deputise for the Chief Executive, ensuring that cover is available to members on an ongoing basis between the two most senior officers of the Council, so far as is reasonably practicable.
- 1.5 In order to achieve this it will be essential that the Chief Executive and the Deputy Chief Executive work closely together in a productive working relationship.
- 1.6 However, we do not consider that deputising for the Chief Executive is sufficient in its own right to justify a full time post. We are proposing, therefore, that in addition the post would have some service level responsibilities, although these will not be so demanding as to preclude the proper fulfilment of the deputising role.
- 1.7 We are suggesting that the post be given a number of corporate responsibilities such as corporate performance improvement and value for money. In addition, we are suggesting that the deputy will share responsibility with the Chief Executive for

promoting current and future government initiatives including partnership working and the shared services agenda.

- 1.8 We are also proposing that the postholder should be the Lead Officer in relation to Overview and Scrutiny matters. The Chief Executive will be the Lead Officer in relation to Executive matters.
- 1.9 The attached job description does not set out the precise nature of the service level responsibilities for the post. We are proposing that these be allocated on the appointment of the postholder, taking into account their existing areas of expertise.
- 1.10 We are of the opinion that linking specific service responsibilities to the post of Deputy Chief Executive at this stage would preclude open competition. Proceeding as proposed will mean the post will be advertised on a ring-fenced basis to all existing Heads of Service on an equal footing.
- 1.11 Heads of Service and the recognised trade unions have been consulted and there has been support for the establishment of this post.

HAY Evaluation of the Post of Deputy Chief Executive

- 1.12 In accordance with our usual practice, HAY Management Consultants were asked to evaluate the post of Deputy Chief Executive. Drawing upon their extensive database of current market salaries, their recommendation for the post is a salary of £80,000 to £85,000 per annum.
- 1.13 In the light of this recommendation we are proposing that the salary scale should consist of three equal points as follows:

Point 1 - £80,000
Point 2 - £82,500
Point 3 - £85,000
- 1.14 The above figures will be inclusive of inner fringe allowance and the 2007 pay award yet to be agreed. The salary will be increased each year in line with the national pay award and incremental progression will be on an annual basis, as for all other staff, subject to the top of the scale not being exceeded.
- 1.15 We recommend as set out at the commencement of this report.