

Personnel Committee

Date: **Thursday 13th November 2014**
Time: **12.30pm**
Venue: **Room 519 County Hall, Norwich**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr T Coke
Mr T FitzPatrick
Mr G Nobbs (Chairman)
Mr A Proctor
Dr M Strong (Vice-Chairman)

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**
Karen Haywood on 01603 228913
or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately

A g e n d a

1. Apologies

To receive any apologies.

2. Minutes

To confirm the minutes of the meeting held on 8th October 2014.

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3. Members to Declare any Interests

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Grading of Senior Management Posts

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Report by the Acting Head of Human Resources

5. Exclusion of Public

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The committee will be presented with the conclusions of the public interest tests carried out by the report author and is recommended to confirm the exclusion.

6. Minutes

To confirm the exempt minutes of the meeting held on 8th October 2014.

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
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NR1 2DH

Date Agenda Published: 4th November 2014



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Personnel Committee

Minutes of the Meeting held on 8th October 2014 at 10.00am in Room 519 at County Hall

Present:

Mr G Nobbs (Chairman)
Mr T FitzPatrick
Dr M Strong

Substitute members present:

Mr T Adams for Mr A Proctor
Mr P Gilmour for Mr T Coke

Also Present:

Ms K Haywood	Democratic Support and Scrutiny Manager
Mr R Graham-Leigh	Reward Manager/ Acting Human Resources (HR) Manager
Mrs A Sharp	Acting Head of Human Resources (HR)
Dr W Thomson	Managing Director

1. Apologies

Apologies for absence were received from Mr T Coke and Mr A Proctor.

2. Minutes of the Meeting Held on 1st September 2014

- 2.1 The public minutes of the meeting held on 1st September were agreed as a correct record and signed by the Chairman.

3. Declarations of Interests

- 3.1 There were no interests to declare.

4. Senior Management Review

- 4.1 The annexed report (4) from the Acting Head of Human Resources was received.

- 4.2 The Committee noted that the Senior Management Review would be taken to full Council for approval on 20th October 2014.

4.3 RESOLVED:

To note the contents of the report.

5. Exclusion of Public

5.1 Officers presented the public interest test for the minutes and item 7, as required by the 2006 Access to Information Regulations for the consideration of the Committee as follows:

- Item 7 – The report refers to potential organisational changes which have not yet been communicated to employees, and release of the information at this time could prejudice forthcoming consultations. This assessment has been reached in light of the guidance provided by the Head of Law.

The Committee **RESOLVED**

- That the public be excluded while the minutes and the report were considered.

6. Minutes

6.1 The Committee **RESOLVED** that the exempt minutes for the meeting held on 1st September be agreed and signed by the Chairman.

7. Grading of Senior Management Posts

7.1 The Committee received a copy of the exempt report from the Acting Head of Human Resources.

The Committee **RESOLVED** to approve the grades in the report.

The meeting concluded at 10.15am

CHAIRMAN

Grading of Senior Manager posts

Report by Acting Head of Human Resources

This report recommends that Members approve the grades of Executive Directors, following the approval by Council of the new senior management structure of the Council.

Members are recommended to approve grades as follows:

- | | |
|---|---------|
| • Executive Director of Adult Social Services | Scale S |
| • Executive Director of Resources | Scale S |
| • Executive Director of Finance | Scale R |

1 Background

- 1.1 The senior management structure of the Council was approved by the County Council on 20 October. The grades of the new Executive Director posts therefore need to be determined. The Personnel Committee is responsible for determining the grades of senior management posts.
- 1.2 In the case of one post, the Executive Director of Community and Environmental Services, a decision on the grade was required as a matter of particular urgency because we are seeking to recruit as soon as possible. The Managing Director therefore exercised her delegated power to take urgent decisions within the terms of reference of the Personnel Committee, having first consulted with the Group Leaders. She wrote to Group Leaders proposing a grade of Scale S, and the grade has now been confirmed.
- 1.3 A decision is not required on the grade of the Executive Director of Children's Services since the only change is the job title. The existing grade of the post therefore remains appropriate.
- 1.4 For the other three Executive Director posts, the Personnel Committee is recommended to approve the grades as set out below. External advice has been commissioned from Hay Group consultants, as usual for jobs at this level.
- 1.5 Appendices:
 - Appendix 1 the new senior management structure, showing the areas of responsibility for each post.
 - Appendix 2 the Council's pay structure.
 - Appendix 3 a list of posts at Scale P and above.

2 Recommended grades

2.1 The recommended grades are as follows.

Post	Recommended Grade	Comments
Executive Director of Adult Social Services	Scale S	No changes to the majority of the existing responsibilities of Director of Community Services, Scale S.
Executive Director of Resources	Scale S	A key aspect of the role is that it leads on cross-Council transformation, which will be a major and complex challenge.
Executive Director of Finance	Scale R	No changes to the majority of the existing responsibilities of Head of Finance, Scale R.

3 Financial and other implications

- 3.1 The financial implications of the new structure were reported to full Council, and the grades anticipated in that report are the same as the recommended grades above. There are therefore no further financial implications.
- 3.2 The approval of the grades will allow recruitment to these crucial management posts, so enabling the service transformation and improvement programmes to progress.
- 3.3 There are no other implications.

4 Recommendations

4.1 Members are recommended to approve grades as follows:

- 4.1.1 Executive Director of Adult Social Services: Scale S
- 4.1.2 Executive Director of Resources: Scale S
- 4.1.3 Executive Director of Finance: Scale R

Background Papers

None.

Officer Contact

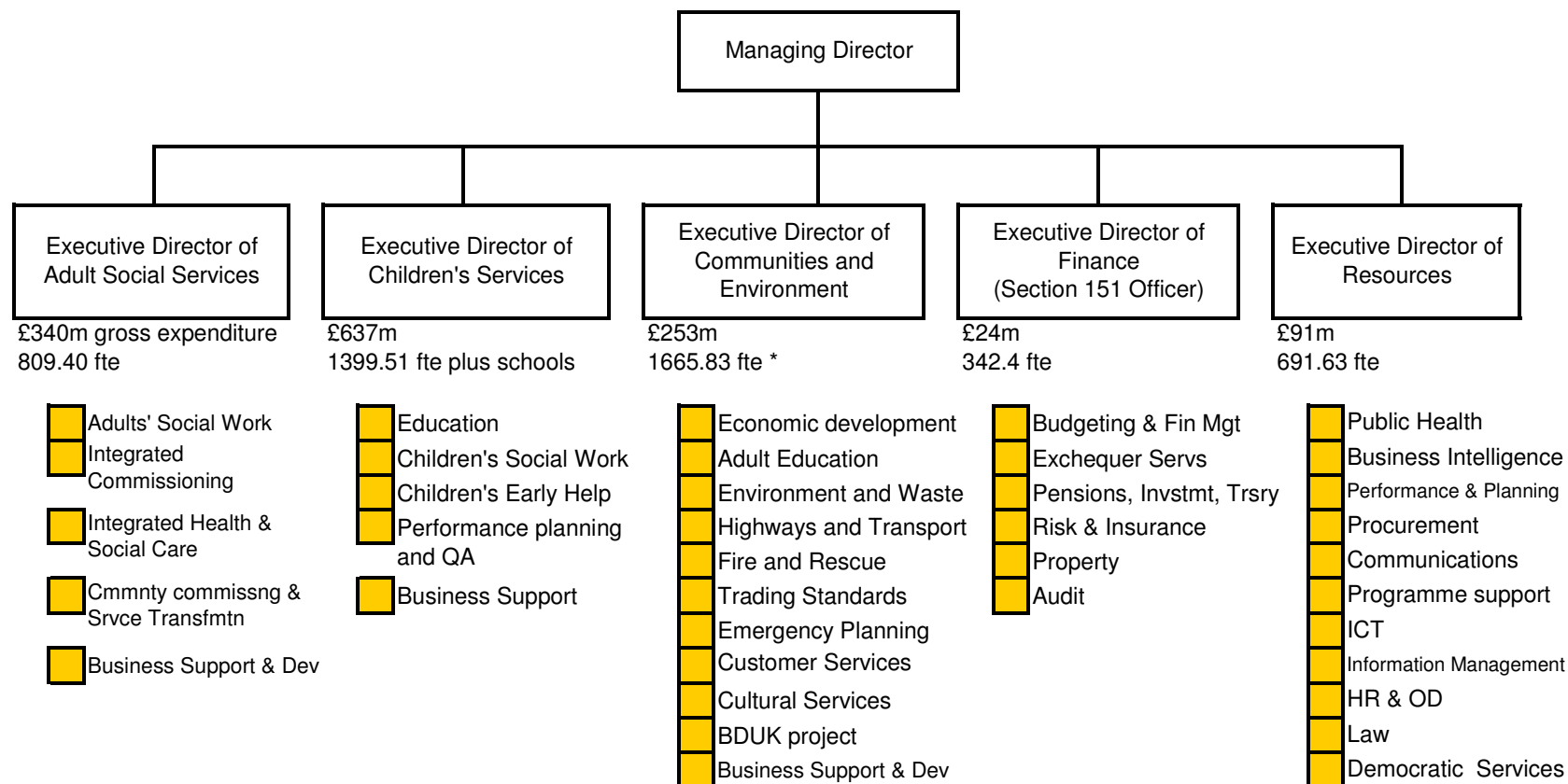
If you have any questions about matters contained in this paper please get in touch with:

Name	Telephone Number	Email address
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Senior Management Structure From October 2014

**Notes**

* Excludes Retained Firefighters.

Fte data other than Fire are actuals on payroll August 2014, excluding casuals and short-term temps.

Fire ftes are taken from Budget Book 2014-17, Staffing Budget, Anticipated March 2015.

RGL HR Shared Service 08/10/2014

Appendix 2

Norfolk County Council Salary Scales from 01 October 2014

G206a

Notes

Scale A

- From 1st October 2014 Salary point 5 increases in line with the increase to the National Minimum Wage

Scale	Salary Point	£
Scale A	5	£12,540
	6	£12,614
Scale B	7	£12,915
	8	£13,321
	9	£13,725
Scale C	10	£14,013
	11	£14,880
	12	£15,189
	13	£15,598
Scale D	14	£15,882
	15	£16,215
	16	£16,604
	17	£16,998
Scale E	18	£17,333
	19	£17,980
	20	£18,638
	21	£19,317
Scale F	22	£19,817
	23	£20,400
	24	£21,067
	25	£21,734
Scale G	26	£22,443
	27	£23,188
	28	£23,945
Scale H	29	£24,892
	30	£25,727
	31	£26,539

Scale	Salary Point	£
Scale I	32	£27,323
	33	£28,127
	34	£28,922
Scale J	35	£29,528
	36	£30,311
	37	£31,160
Scale K	38	£32,901
	39	£33,807
	40	£34,734
	41	£35,691
Scale L	42	£36,672
	43	£38,322
	44	£39,171
	45	£40,044
Scale M	46	£40,944
	47	£41,838
	48	£43,965
	49	£45,069
Scale N	50	£46,194
	51	£47,358
	52	£48,543
	53	£51,369
Scale O	54	£52,845
	55	£54,363
	56	£55,923
	57	£57,525
Scale O	58	£60,675
	59	£62,397
	60	£64,176
	61	£66,003
	62	£67,884

Senior management and chief officer grades	£
Scale P	£77,232
	£79,549
	£81,935
	£84,393
	£86,925
Scale Q	£89,533
	£92,219
	£94,986
	£97,835
	£100,770
Scale R	£103,793
	£106,907
	£110,114
	£113,417
	£116,820
Scale S	£120,325
	£123,935
	£127,653
	£131,483
	£135,427
	£139,490

APPENDIX 3

Posts graded Scale P and above

Department	Job Title	Grade
Children's Services	Director Children's Services	Scale S
Children's Services	Assistant Director Children's Social Work	Scale Q
Children's Services	Assistant Director Education	Scale Q
Children's Services	Assistant Director Early Need and Prevention	Scale P
Children's Services	Assistant Director Performance and Challenge	Scale P
Community Services	Director Community Services	Scale S
Community Services	Assistant Director Early Need and Prevention	Scale P
Community Services	Assistant Director Adult Social Work	Scale P
Community Services	Director Integrated Commissioning	Scale P
Community Services	Head of Integrated Health & Social Care	NHS Grade
Community Services	Assistant Director Cultural Services	Scale P
Envmnt Transpt & Devpt	Director Environment Transport & Development	Scale S
Envmnt Transpt & Devpt	Assistant Director Highways and Transportation	Scale Q
Envmnt Transpt & Devpt	Head of ICT and Information management	Scale Q
Envmnt Transpt & Devpt	Project Director - Better Broadband for Norfolk	Scale P
Envmnt Transpt & Devpt	Assistant Director Economic Development & Strategy	Scale P
Envmnt Transpt & Devpt	Assistant Director Environment and Public Protection	Scale P
Fire & Rescue	Chief Fire Officer and Director of Community Safety	Scale R
Public Health	Director of Public Health	Scale Q
Resources	Head of Customer Services & Communications	Scale Q
Resources	Head of Finance	Scale R
Resources	Head of Budgeting and Financial Management	Scale P
Resources	Head of Pensions, Investment and Treasury	Scale P
Resources	Head of Property	Scale P
Resources	Head of Human Resources & OD	Scale Q
Resources	Acting Head of Human Resources	Scale P
Resources	Head of Law and Monitoring Officer	Scale P
Resources	Head of Planning Performance & Partnerships	Scale Q
Resources	Head of Democratic Services	Scale P
Resources	Head of Programme Office	Scale P