

## EMPLOYMENT CONDITIONS COMMITTEE

28 JULY 2004

Present: County Councillors Berman, Percy, Salway,  
Sheppard, Stephens and Walsh

Apology: County Councillor English

### 1 : ELECTION OF CHAIR

The County Council at its annual meeting on 1 July, 2004 had elected County Councillor Berman as Chair of this Committee.

### 2 : ESTABLISHMENT OF COMMITTEE

#### (i) Membership

The County Council at its annual meeting on 1 July 2004 had approved Membership of this Committee as follows:

County Councillors Berman, English, Neale, Percy, Salway, Stephens and Walsh.

County Councillor Sheppard had subsequently been nominated to fill the remaining vacancy.

#### (ii) Terms of Reference

The terms of reference were noted as follows:

- (a) To consider and determine policy and issues arising from the organisation, terms and conditions of the Council's employees, and to agree the introduction of new or amended employment procedures, following consultation with trade unions or employees as appropriate.
- (b) To decide proposals for reorganisation of the Council's employee establishment which involve the creation of new posts, the delegation or regrading of existing posts and redundancies.

- (c) To decide requests for regrading of posts whether by way of appeal by an employee against a decision to refuse a regrading application or to decide applications for regrading which are supported.

### 3 : MINUTES

The minutes of the meeting held on 24 March 2004 were approved as a correct record and signed by the Chairperson.

### 4 : EXCLUSION OF THE PUBLIC

RESOLVED – That the public be excluded for the following items of business on the grounds that, if members of the public were present during the discussions, because of the nature of the business to be transacted, there would be disclosure to them of exempt information as defined in Section 100(I) of the Local Government Act 1972 and as described below:

“1. Information relating to a particular employee, former employee or applicant becoming an employee of, or a particular office-holder, former office-holder or applicant becoming an office-holder under the Authority.”

### 5 : SENIOR MANAGEMENT REVIEW

The Chief Executive reported that the Executive Business meeting on 22 July 2004 had approved Lead Member Portfolio responsibility and arrangements and, as a result, it was now necessary to address senior management arrangements (Corporate Directors and Chief Officers) to ensure the effective alignment of working arrangements and management responsibilities with the new political decision-making process.

He reported that Council had authorised him to implement changes below senior management level, which would be completed by the end of the financial year. He was now seeking authority to address the senior management arrangements. The Committee was advised that there had already been changes to the existing operational and staff arrangements within the policy and budgetary framework of the Council. The administrative support arrangements had been clarified and strengthened by bringing together all the administrative arrangements for the Council,

3.

the Lord Mayor, the Executive, Regulatory, Scrutiny, and Leaders' Forum, Lead Member administrative support and all Members Services under the Office of the Clerk to the Council.

The opportunity had also been taken to reflect a modern approach to the task of secretarial and administrative support for ensuring that the previous support roles for the Lord Mayor, Leader, Deputy Leader and Chief Executive had been strengthened to reflect the personal assistant roles that better reflected the business needs of these roles.

The present senior management position (as at 30 June 2004) was submitted together with details of the proposed changes.

The Chief Executive reported that one of the Corporate Directors had indicated that he wished to take early retirement at the end of the financial year and that he supported this request. The remaining Corporate Managers would be re-designated Corporate Directors, and an Assistant Chief Executive role would be established. The latter post would combine the strategic management duties currently undertaken by the Chief Legal Officer, the Clerk to the Council and Chief Communications Officer. It would also assume the strategic responsibility for driving forward the significant HR agenda that the Council faces. Whereas the Assistant Chief Executive would undertake the strategic management duties, the professional, operational and management role of Democratic Services and Communications would be undertaken by promoting one of the existing OM's in each of the service areas as Head of Service for Democratic Services and for Communications. The Chief Legal & Democratic Services Officer would be a Chief Officer post reflecting a reduced strategic management role. It was also proposed to advertise for a Chief Human Resources Officer at the earliest opportunity and to create a Chief Officer post responsible for the policy management of Health, Promotion and Partnerships.

The Chief Executive then outlined the overall proposed changes which were detailed in the recommendations to the report.

In response to Members' suggestions that Schools & Lifelong Learning should be solely managed by a Corporate Director, the Chief Executive explained why it should remain within the corporate responsibility of Steven Phillips, Corporate Director (Policy). As a compromise, it was proposed that the Assistant Chief Executive (new post) would have responsibility for Scrutiny.

There followed a discussion on the seconded post of the Corporate Director (Policy) from the Welsh Assembly Government. The Chief Executive confirmed he would report back to a further meeting to clarify seconded responsibilities for this post between the County Council and the Welsh Assembly.

The Chief Executive reported on the responses of trade unions to the proposals. It was agreed that, wherever possible, trade unions should have greater notice of the papers and that, where possible, their comments should be reported members of the Employment Conditions Committee.

The Chief Executive advised Committee that the Hay Group would be asked to undertake a salary and workload evaluation for Chief Officers and Corporate Directors which would, inter alia, determine the appropriate salary level for each post within the Chief Officer salary range.

RESOLVED – That

- (1) the Chief Executive be authorised to:
  - re-designate Corporate Managers and the existing Group Director (Social Care & Health) to Corporate Directors;
  - allocate lead corporate responsibility to Corporate Directors that will align with the Lead Member responsibilities of the Executive;
- (2) the following posts be advertised at the earliest opportunity and arrangements made for an Appointments Panel to conclude the appointment and agree the salary and contractual arrangements.
  - Assistant Chief Executive
  - Chief Legal and Democratic Services Officer
  - Chief Human Resources Officer
  - Chief Health Promotion & Partnerships Officer.
- (3) the following posts be deleted from the Council's establishment:
  - Chief Communications Officer
  - Chief Highways & Parks Officer
  - Chief Development & European Affairs Officer (wef 1 July

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2004)

- Chief Legal Services Officer
- Clerk to the Council

- (4) the responsibility for managing the Council's Lifelong Learning Services be re-allocated to the Chief Schools Officer and his job designation be changed to Chief Schools & Lifelong Learning Officer;
- (5) the responsibility for managing the Council's Parks, Libraries and Leisure facilities, be re-assigned to the Chief Leisure & Lifelong Services Officer and his post be re-designated Chief Leisure & Parks Officer;
- (6) the responsibility for managing the Council's highways be re-assigned to the existing Chief Traffic & Transportation Services Officer and his post be re-designated Chief Highways & Transportation Services Officer;
- (7) the salary range outlined in Appendix C be the basis of advertising the Assistant Chief Executive and Chief Officer posts with Appointment Panels making the appointments and concluding contractual matters;
- (8) the Chief Executive be authorised to apply the Hay Job Evaluation criteria to the new and existing Chief Officer posts and to set the salary level for each post within the Chief Officer salary range in Appendix C.;
- (9) the Chief Executive be authorised to implement any other organisational streamlining opportunities that may occur in the run up to April 2005, and in particular through voluntary severance applications, to maximise savings for the Council in preparation for the challenges of the 2005/06 budget process and any consequent changes be reported back to Committee;
- (10) the Chief Executive report back to a further meeting to clarify seconded responsibility for the post of Corporate Director (Policy) between the County Council and the Welsh Assembly Government;

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- (11) the Chief Executive report back on the future arrangements of the former Economic Development Service Area in the context of the changing environment for economic development activities;
- (12) the voluntary severance application of JD be approved and be mutually agreed within the next 12 months.