

Allerdale Borough Council

Chief Officer Employment Panel - 28 September 2022

Appointment of Deputy Chief Officer

Portfolio holder	Councillor Marion Fitzgerald, Executive Member for Policy, Governance and People resources
Report from	Andrew Seekings, Head of Paid Service
Wards affected	N/A
Is this a key decision	N/A

1.0 The reason for the decision

- 1.1 Following the agreement of the Council's Pay Policy at the meeting of Council on 22 September 2021, and as part of the report, the Chief Executive also set out the functional responsibilities for each Chief Officer roles.
- 1.2 This Panel is responsible for dealing with HR matters relating to Deputy Chief Officers (DCO) including their appointment, and this decision is required to make appointments to those DCO roles. At its meeting on 1st October 2021 this Panel agreed a range of appointments and the rationale for the structure.
- 1.3 The decision of the Panel allows the appointed DCOs to take up their new roles as soon as possible following this meeting.

2.0 Recommendations

- 2.1. That the following appointments to new posts are made:
 - Philip Hughes – Manager – Customer & Fulfilment

3.0 Background and Introduction

- 3.1.1 In December 2020, this panel agreed the Chief Officer structure including the widening of some roles and focussing on key deliverables in other roles.
- 3.1.2 This panel agreed on 1st October the rationale and benefits to the new structure and appointed a range of Deputy Chief Officers.

4.0 Outcomes for Deputy Chief Officers

4.1 Following successful interview, the following post requires agreement:

- Philip Hughes – Manager – Customer & Fulfilment

4.2 The role is set out below:

Manager – Customer & Fulfilment	SCP 30/36	£34,373 - £40,578
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5.0 Roles and Responsibilities

5.1 Each Deputy Chief Officer will receive a generic job family profile descriptor (appendix 1) and job role setting out the individual responsibilities of each role. A brief summary of the job role is set out in appendix 2.

6.0 Delivery arrangements

6.1 Following appointment, where necessary each Deputy Chief Officer will produce a transition plan to ensure the smooth hand-over of service areas.

7.0 Implications and Impact

7.1 Contribution to Council Strategy Priorities, Outputs and Outcomes

7.1.1 The new senior team structure will help deliver the Council Plan by ensuring we have the right people, in the right roles at the right time. It provides the certainty of current temporary arrangements, builds on individual and collective strengths and allows the capacity to focus on key business as usual activity, regeneration programmes and delivering the new the Target Operating Model.

7.2 Finance/Resource implications

7.2.1 There are no financial implications arising directly from this report.

7.2.2 The approved budget for Employee Related costs anticipated the changes to staffing structures and was estimated based on the original structures being revised during the year.

7.2.3 The expenditure forecast for this financial year is anticipated to be within the approved budget limits.

7.3 Legal and governance implications

7.3.1 The Pay Policy Statement has been updated to reflect changes to senior officer salaries. Council agreed the amended Pay Policy at its meeting on 22 September 2021.

7.4 Risk analysis

A scored and mitigated risk log

Risk	Consequence	Controls required	Mitigated score
The new postholder does not deliver to the quality necessary to modernise the Council and deliver excellent services	Does not lead to delivering improved services and Council plan outcomes	Appraise and performance management framework	1x4
Unable to recruit to vacant posts and the extra capacity isn't delivered	Does not lead to delivering improved services and Council plan outcomes	Interims, shared roles with Copeland, Carlisle and CCC	2x4

7.5 Increasing satisfaction and service

7.5.1 The new DCO structure will help deliver the Council Plan by ensuring we have the right people, with the right strengths and skills to deliver the roles required.

7.6 Equality impacts

7.6.1 Has been considered and no impact assessment is required.

7.7 Health and Safety impacts

7.7.1 None applicable.

7.8 Health, wellbeing and community safety impacts

7.8.1 At a time of an incredibly challenging working environment within the Council, getting the DCO in place will support the health and wellbeing of the wider officer core.

7.9 Environmental/sustainability impacts

7.9.1 None applicable

7.10 Other significant implications

7.10.1 None applicable.

Appendices attached to this report

Appendix number	Title of appendix
1	Job profiles
2	Job descriptors

Background documents available

Name of background document	Where it is available
Functional responsibilities	attached

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