

FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO DECISION SCHEDULE



Friday 11th November

at 4.45 pm

in Committee Room C

Councillor Jackson, Cabinet Member responsible for Finance and Performance Management will consider the following items.

1. KEY DECISIONS

1.1 None

2. OTHER ITEMS REQUIRING DECISION

2.1 2nd and 3rd Tier Officer Salary and Grading Review (*Director of Neighbourhood Services*)

3. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

3.1 None.

FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO

Report To Portfolio Holder
11 November 2005



Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER OFFICER SALARY AND
GRADING REVIEW

SUMMARY

1. PURPOSE OF REPORT

This report is to set out the process for reviewing the salaries of the 2nd and 3rd Tier Officers who are employed by the Council.

2. SUMMARY OF CONTENTS

The report sets out the suggested process and timescale for the review.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for human resources issues.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

The Portfolio Holder will make the decision.

6. DECISION(S) REQUIRED

The Portfolio Holder is requested to approve the process and timescale for the review and to request the Scrutiny Co-ordinating Committee to contribute to the review.

Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER OFFICER SALARY AND GRADING REVIEW

1. PURPOSE OF REPORT

- 1.1 This report is to set out the process for reviewing the salaries of the 2nd and 3rd Tier Officers who are employed by the Council.

2. BACKGROUND

- 2.1 The Council last reviewed the salary of the 2nd and 3rd Tier Chief Officers during late 1998/early 1999.
- 2.2 The Council's remuneration strategy states that 2nd and 3rd Tier salaries should be reviewed every three years.
- 2.3 Salaries have not been reviewed since 1999 due primarily to the changes that have taken place in the Council and its senior management since then.
- 2.4 Now that the Corporate Restructure has been agreed and is being implemented and the Council now has its Corporate Directors in place, it is necessary to undertake and complete the review of 2nd and 3rd Tier Chief Officer's salaries.

3. PROPOSED PROCESS AND ISSUES

- 3.1 As the Chief Personnel Services Officer is a 2nd Tier Chief Officer, it is not appropriate for her to advise the Council in respect of this process. The Director of Neighbourhood Services has been identified as the Corporate Director who will lead the process.
- 3.2 The Employers Organisation has been appointed to undertake the technical evaluation of the salaries and recommend an appropriate salary and grading structure. This was the process that was followed in 1999 and the Employers Organisation also advised the Council recently when salary levels for Directors were reviewed.
- 3.3 The Employers Organisation is expected to provide evaluation results and recommend a salary and grading structure by mid-January.

3.4 The Portfolio Holder needs to decide when the salary levels should apply from. The three main options are:

- ? 1 July 2005 (backdated) as this was the date the corporate restructure was implemented.
- ? 1 December 2005 as this is the month following the commencement of the review.
- ? 1 April 2006 as this is the month following the anticipated completion of the review.

3.5 The Portfolio Holder needs to consider the potential role for Scrutiny in this evaluation. By agreement of the Scrutiny Co-ordinating Committee it may be possible to request them to examine the recommendations of the Employers Organisation prior to you making a decision. In order to fit in with this timetable a strict completion date should be set for the scrutiny process and it is suggested that this is 10 February 2006.

3.6 The Portfolio Holder could then make a final decision at the meeting in March although it may be considered appropriate to refer the final recommendations and the findings of Scrutiny to Cabinet for a final decision.

4. RECOMMENDATIONS

The Portfolio Holder is recommended to:

- 4.1 Note the arrangements made to date for this review and approve the timescale and process for the review.
- 4.2 Decide on the date from which the new salary levels will apply.
- 4.3 Request the Scrutiny Co-ordinating Committee to examine the recommendations of the Employers Organisation prior to considering the recommendations.
- 4.4 That Scrutiny Co-ordinating Committee be asked to complete their examination by 10 February 2006.
- 4.5 Give consideration as to whether it is appropriate to make the decision himself or refer it to Cabinet.