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**Audit and Procurement Committee**

25<sup>th</sup> March 2019

**Director approving submission of the report:**  
Deputy Chief Executive (People)

**Ward(s) affected:** N/A

**Title:** Post of Director of Human Resources – salary approval.

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**Is this a key decision?**

No

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**Executive Summary:**

In line with statutory guidance under S40, of the Localism Act 2011, and the Council's Pay Policy statement, approval is sought in respect of an annual salary package in excess of £100,000 for the post of Director of Human Resources.

**Recommendations:**

The Audit and Procurement Committee are requested to agree a salary range of up to £106,130 pa for the post of Director of Human Resources

**List of Appendices included:**

Appendix 1 – Business Case

**Other useful background papers:**

None

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

Report title: **Post of Director of Human Resources – salary approval.**

## **1. Context (or background)**

- 1.1 The challenges facing the Council, in terms of re-shaping the way that we work, embracing new technologies and new partnership working all require successful delivery of a range of major workforce initiatives as part of the One Coventry programme. In particular, there is an urgent need to develop an employee and industrial relations policy that enables significant changes to be delivered within a unionised working environment.
- 1.2 Hitherto, the Human Resources function has been led by a head of service, most recently reporting to the Director of Housing and Transformation. This post is now vacant. The current level of appointment has not given the post holder sufficient authority to lead delivery of change on the scale required. Nor has it enabled the recruitment of the right level of skills and experience to work in partnership with our trade unions to achieve the Council's objectives.
- 1.3 To enable the Council to move forward on these issues at a pace that matches other key strategies it has been concluded that a Director level appointment, reporting directly to the Deputy Chief Executive (People) is necessary.
- 1.4 The Business Case at Appendix One identifies that the post of Director of Human Resources should be graded at Grade AD1, the salary range for which is £97,929 to £106,130.
- 1.5 Statutory Guidance under S40 of the Localism Act 2011 requires that full Council, or some other agreed formal meeting of members should be offered the opportunity to approve salary packages over £100,000. In Coventry, this responsibility has been allocated to the Audit and Procurement Committee under its terms of reference.

## **2. Options considered and recommended proposal**

- 2.1 Appendix 1 describes the process undertaken to establish the appropriate grade for this post.
- 2.2 A full recruitment exercise will be undertaken for this post and a shortlist of candidates will be interviewed by a member selection panel.

## **3. Results of consultation undertaken**

None

## **4. Timetable for implementing this decision**

- 4.1 It is planned that the appointment process for this post will take place during April 2019.

## **5. Comments from the Director of Finance & Corporate Services**

### **5.1 Financial implications**

This post will be funded from within existing resources.

### **5.2 Legal implications**

Salary forms part of the contract of employment.

A local authority's power to appoint officers on such reasonable terms and conditions as the authority thinks fit is subject to section 41 of the Localism Act 2011 (requirement for determinations relating to terms and conditions of chief officers to comply with Pay Policy statement).

In addition, statutory guidance states that under these arrangements, full council, or a meeting of members should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment. The Secretary of State considers that £100,000 is the right level for that threshold to be set. For this purpose, salary packages should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment

## **6. Other implications**

### **6.1 How will this contribute to the achievement of the Council's Plan?**

The appointment of an appropriately skilled and experienced Director HR is a key element of developing our workforce and new ways of working. The post will also have a key role in reducing staffing costs where appropriate.

### **6.2 How is risk being managed?**

Not applicable

### **6.3 What is the impact on the organisation?**

This post will play the lead role in developing the Council's workforce

### **6.4 Equalities**

This post will have lead responsibility for developing and delivering strategy and initiatives that champion equality, diversity and inclusion throughout the Council's workforce

### **6.5 Implications on the environment**

None

## 6.6 Implications for partner organisations

None

### Report author(s):

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Barry Hastie	Director of Finance and Corporate Services	Place	06/03/19	13/03/19
Julie Newman	Head of Legal Services	Place	06/03/19	13/03/19
Lara Knight	Governance Services Coordinator	Place	6/3/19	6/3/19

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**Director of Human Resources**  
**Appointment on salary above £100k - Business case**

**1. The role**

The Director of Human Resources will,

- Report to the Deputy Chief Executive, People leading delivery of the Human Resources and Organisational Development Service, developing the service to meet the needs of the Council in the short, medium and long term.
- Work as a member of the Senior Management Team to lead the implementation of key workforce strategies and initiatives taking forward the Council's strategic HR direction and ambitions.
- Contribute to the leadership of the organisation, ensuring a high calibre, motivated and effective workforce. Ensure the embedding of a digitally focussed, agile way of working with employees embodying a 'One Coventry' philosophy.

**2. Grade and salary**

The post has been evaluated using the Local Government Employers Job Evaluation Scheme that is used in respect of all senior manager roles within the Council, and allocated the appropriate grade within the Council's senior management pay structure.

**3. Additional Research**

The proposed salary grade is competitive with those for similar posts in large first-tier local authorities

**4. Rationale**

The proposed salary grade reflects the need to appoint someone with demonstrable skills and experience of achieving significant change in a similar unionised environment and almost certainly with local authority experience.