



## **SPECIAL COUNCIL - 25TH FEBRUARY 2015**

**SUBJECT: REPLACEMENT OF A MEMBER OF CORPORATE  
MANAGEMENT TEAM**

**REPORT BY: INTERIM CHIEF EXECUTIVE**

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to seek agreement from Council to the recruitment arrangements to replace a member of Corporate Management Team.

### **2. SUMMARY**

- 2.1 One of our substantive members of Corporate Management Team has provided notice of their resignation from the Council's employment to take effect from the end of April.

### **3. LINKS TO STRATEGY**

- 3.1 To achieve the Council's strategic aims, provide services as planned and to fulfill its statutory duties, including the duty to make arrangements to secure continuous improvement.
- 3.2 To provide sufficient resources at Corporate Management Team to implement effective governance across the Council.

### **4. THE REPORT**

- 4.1 Sandra Aspinall is currently our Acting Deputy Chief Executive (under our Interim Management arrangements in place), though her substantive post is that of our Corporate Director with responsibility for Education and Life Long Learning. Ms Aspinall has also, for almost the past two years, been responsible for overseeing the council's Environment service (Regeneration and Planning, Community Services such as waste and recycling and leisure, Highways and Transportation and Public Protection).
- 4.2 Members will be aware from previous reports presented, that the arrangements for covering the Acting Deputy Chief Executive responsibilities are temporary in nature, pending the ongoing suspension of the substantive post holder. It is unlikely that this situation will be resolved in the immediate future.
- 4.3 In order to ensure that we have sufficient capacity within CMT to be able to effectively manage the Council's operations and to comply with our legal requirements, it is recommended that we move to fill the resulting vacancy on the council's Corporate Management Team.

- 4.4 With the significant changes in the field of education (specifically with regard to the creation of the Gwent Education Advisory Service), the authority's role has also changed, though there remains a statutory requirement to identify a Chief Education Officer and the authority retains important statutory functions and responsibilities with regard to schools. This Chief Education Officer role need not, however, be at Director level and in many authorities this role now sits at Head of Service level.
- 4.5 In recent years the number of Corporate Directors has reduced and the authority now has just four members of its Corporate Management Team (including the Chief Executive), one of the smaller such structures in local authorities of our size. For this reason the job description of members of Corporate Management Team has already adopted a more flexible, generic approach rather than being very specific such as 'Director of Education', and it is proposed that this approach is continued.
- 4.6 As a result, it is also proposed to designate a Chief Education Officer at Head of Service level, reporting to one of the Corporate Directors rather than placing that responsibility with the Director. This will retain the specialist knowledge required and meet statutory obligations and also allow greater flexibility in appointing the most suitable and experienced person to the role of Corporate Director. This approach is now very common in neighbouring authorities.
- 4.7 The Environment portfolio officially sits with the Chief Executive, but due to the suspension of the substantive postholder those responsibilities were temporarily placed with the Director of Education/Acting Deputy Chief Executive. While appearing sensible for a short time, this has of course now gone on for 2 years and this was never envisaged, and this is why some further minor changes were made in reporting responsibilities very recently to share the load a little more equally between the Chief Executive and the Directors.
- 4.8 As a result it is proposed that following the successful appointment of a new Corporate Director a further interim review of responsibilities is undertaken to reflect the experience and background of the our members of the Corporate Management Team.
- 4.11 In order to save costs it is proposed not to designate any of the remaining Directors as 'Acting Deputy Chief Executive' designation for now. This has no impact on the position of the substantive holder of the Deputy Chief Executive post, who is also currently suspended. This too will require further consideration once the authority is in a position to look at permanent arrangements.
- 4.12 Members will be aware that following the publication of Standing Orders (Wales) Amendment Regulations 2014, full Council approval is required where the salary of posts to be advertised exceed £100k. The approved salary of CCBC's Corporate Director posts fall within a range of four incremental points between £107,396 rising to a maximum of £119,329 per annum. This is in accordance with the Pay Policy approved by council on the 11th March 2014.
- 4.13 There is also a requirement that all posts that exceed the £100k salary level set by Welsh Ministers be advertised nationally. The advertisement process (if members approve the decision) will ensure that we comply with this requirement.
- 4.14 Members are reminded that the decision to appoint the successful applicant will rest with the Authority's Appointments Committee.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 No equality impact assessment has been undertaken on this report as it essentially covers an extension to arrangements already agreed. The council's recruitment and appointment process takes account of all equalities implications.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 There will be additional costs arising from the recruitment process, which would include the advertisement costs for a national advert, administration costs around the process, and officer and member time for participating in the process. These costs will be managed within existing budgets.
- 6.2 There will be a savings, as compared to current expenditure, by not designating an Acting Deputy Chief Executive.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 The personnel implications are included in the report.

## **8. CONSULTATIONS**

- 8.1 All consultation responses have been reflected in this report.

## **9. RECOMMENDATIONS**

- 9.1 Council is requested to agree to:
- (i) Advertise for a Corporate Director to replace the departing substantive post holder.
  - (ii) Designate a Head of Service post as 'Chief Education Officer' who will report to one of the Corporate Directors.
  - (iii) Not replace the post of 'Acting Deputy Chief Executive' during the ongoing period of uncertainty with the suspension of the substantive postholder.
- 9.2 Council is requested to confirm that the recruitment will be advertised nationally on the Councils approved salary arrangements listed in its Pay Policy Statement (The approved salary of CCBC's Corporate Director posts fall within a range of four incremental points between £107,396 rising to a maximum of £119,329 per annum).

## **10. REASONS FOR THE RECOMMENDATIONS**

- 10.1 To comply with the legislative requirements required when undertaking the recruitment to the post of Corporate Director.
- 10.2 To ensure the Council has effective Corporate Management and governance arrangements to allow the Council to deliver services to the residents of the County Borough.

## **11. STATUTORY POWER**

- 11.1 Local Government Acts 1972 and 2000, Local Government and Housing Act 1989, Local Authorities (Standing Orders) (Wales) Regulations 2006 and 2014 (as amended). Education Act 1996.

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Background papers: Council Pay Policy March 2014.