
Meeting	General Functions Committee
Date	22 July 2013
Subject	Chief Officer Job Titles
Report of	Human Resources Consultant
Summary	To consider the resolution passed by Council on 22 January 2013 and agree that any consideration of future changes to Chief Officer job titles is only done in conjunction with any future restructure and/or recruitment exercise.

Officer Contributors	Steve James, Human Resources Consultant
Status (public or exempt)	Public
Wards Affected	Not applicable
Key Decision	Not applicable
Reason for urgency / exemption from call-in	Not applicable
Function of	Council
Enclosures	Not applicable
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1. RECOMMENDATIONS

- 1.1 To note that all Terms and Conditions of Employment (including job titles) of the specific Chief Officer appointments agreed as part of the appointment process following the senior management restructure will remain in place until such time as the post is to be advertised as part of a recruitment campaign arising from either staff attrition or restructure.**
- 1.2 To agree that General Functions Committee will have sight of and will approve job titles of Chief Officer appointments, either as a result of a restructure proposal or a recruitment campaign.**
- 1.3 That alternative suggestions to current job titles will be submitted at such time as there is a restructure or recruitment campaign as above.**
- 1.4 That Council be notified of this resolution.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 General Functions Committee Decision 23 April 2012 – item 6 (Reorganisation of the Senior Officers and Council Structures) – the Committee authorised the Head of Paid Service to implement the new organisational structure as set out in the report, including reference to the relevant Director roles and job titles.
- 2.2 General Functions Committee Decision 28 June 2012 – item 8 (Contracts and Terms and Conditions for Senior Posts which form part of the Council Reorganisation) – the Committee agreed that the proposed new employment contracts and Terms and Conditions of Employment for those posts that are part of the Council reorganisation be agreed.
- 2.3 Remuneration Committee Decision 28 June 2012 – item 7 (Senior Posts and Reward Structure) – the Committee agreed (3) that salaries for the nine posts (including the relevant Director roles and job titles) that will form part of the Council's senior management structure and which attract salaries in excess of £100,000 be agreed.
- 2.4 Remuneration Committee Decision 28 September 2012 – (Appointment of Director of People) – the Committee agreed to make appointments to the posts established by the General Functions Committee as part of the senior management restructure including the relevant Director post and job title.
- 2.5 Remuneration Committee Decision 5 October 2012 – (Appointment of Director of Place) – the Committee agreed to make an appointment to the post established by the General Functions Committee as part of the senior management restructure including the relevant Director post and job title.
- 2.6 Council Resolution 22 January 2013 – (Chief Officer Appointments) – Council noted the appointments to Directors of People, Place, Assurance and Adults & Communities. Council welcomed these appointments but instructed the Head of Governance to bring further recommendations to replace the daft and meaningless job titles with ones that are in plain English and understandable by the residents of the Borough.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The posts concerned were appointed to on the basis that they are critical to the achievement of all the Corporate Priorities.

4. RISK MANAGEMENT ISSUES

- 4.1 The proposal to maintain the status quo in the interim period is a mitigating action designed to minimise any further disruption and/or instability in the business arising from changes to senior posts and job titles. Such disruption and instability could emanate in the form of either individual or organisational outcomes such as staff attrition, organisational change and insecurity etc.
- 4.2 Notwithstanding the point above, the proposals also mitigate against dissatisfaction arising in the future by ensuring that job titles are taken into account by relevant committees at the appropriate time and any changes are considered at that point in order to deal with the dissatisfaction that has arisen.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 There is no equality and diversity issue arising from this decision as the allocation of Chief Officer posts and job titles and related arrangements are in consideration of the post and not the individual. All post holders have been through a rigorous selection process as detailed in the relevant committee reports above.

6. USE OF RESOURCES IMPLICATIONS

6.1 Finance

There are no finance implications of this decision.

6.2 Staffing

- 6.2.1 All of the Chief Officer posts referred to in the Council resolution have now been appointed to. To change job titles may therefore be considered to be a change to Terms and Conditions of Employment and, as such, may require consultation and agreement in order to be implemented.
- 6.2.2 In addition, any changes to Chief Officer job titles would have to be considered in the context of wider delivery models, structures and job titles. In particular a change in a senior job title could potentially be seen to be a diminution of role for others in the structure.
- 6.2.3 Consequently any changes should be considered in the context of wider structural change and managed ideally to coincide with other contractual changes that require consultation or agreement, such as a restructure or new recruitment exercise.

7. LEGAL ISSUES

- 7.1 The job title of a post is one of the matters which are required to be given in a statement of particulars under s.1 of the Employment Rights Act 1996.
- 7.2 A change in job title could be considered to be a breach in trust and confidence if, for example, it was perceived to lower the status of the postholder.

8. CONSTITUTIONAL POWERS

- 8.1 Constitution - Responsibility for Functions - Section 3 – Responsibility for Council Functions - General Functions Committee – considers staff matters and conditions of service issues.

9. BACKGROUND INFORMATION

- 9.1 In approving appointments to a number of Chief Officer posts, dissatisfaction was raised with regard to some of the job titles being appointed to. In particular issues were raised with regard to the extent to which they would be widely understood by residents and partners.
- 9.2 Council requested the Head of Governance to bring forward further proposals. As the Senior Management Restructure falls within the remit of the General Functions Committee, this matter has been referred to this Committee for consideration
- 9.3 The timing of this matter generally coincided with the formal appointment to, not only these posts, but all those posts being created by the senior management restructure. Such formal appointment includes the contractual commitments that go with the agreement of employment contracts.
- 9.4 Consequently any proposals to change job titles may be considered to be a change to Terms and Conditions of Employment and, as such, would require consultation and agreement in order to be implemented and may well have wider implications as to related or subordinate roles.
- 9.5 It should be noted that the new senior management structure, including current job titles, has now been integrated into the management and governance architecture of the organisation, including detailed references in the Constitution, Scheme of Delegation and decision matrices. Any future changes in this respect would therefore require changes to all such documentation and management systems.
- 9.6 In order to avoid such contractual and other changes to the governance of the Council, but to ensure appropriate governance of future job titles for such senior posts, it is proposed that:
 - a) All Terms and Conditions of Employment (including job titles) of Chief Officer appointments agreed as part of the appointment process following the senior management restructure will remain in place until such time as the post is to be advertised as part of a recruitment campaign arising from staff attrition or restructure.

b) General Functions Committee will have sight of and will approve job titles of Chief Officer appointments, either as a result of a restructure proposal or a recruitment campaign.

Cleared by Finance (Officer's initials)	AD
Cleared by Legal (Officer's initials)	CE