



Policy and Resources

20 July 2021

Title	Creation of New Post: Assistant Director – Assurance
Report of	Executive Director of Assurance
Wards	All
Status	Public
Urgent	Yes
Key	No
Enclosures	Appendix A – Draft Role Profile, Assistant Director – Assurance
Officer Contact Details	Clair Green – Executive Director of Assurance clair.green@barnet.gov.uk

Summary

This paper seeks committee approval to create, advertise and recruit to an Assistant Director - Assurance.

Officers' Recommendations

That the Committee authorises:

1. The creation of an Assistant Director – Assurance within the senior management team to, as set out in this report; and recruitment to fill that post on a permanent contract.
2. The grading of the new Assistant Director post to be Grade 6 at a salary band of: £90,866 - £111,178
3. The Committee also note a change to Community Safety Team structure as well as amendments to the existing post of Assistant Director of Community Safety and Regulatory Services to Assistant Director – Counter Fraud, Community Safety and Protection.

1. WHY THIS REPORT IS NEEDED

- 1.1 This paper sets out proposed changes to the LBB staffing structure to create a new Assistant Director post within Assurance, which will report to the Executive Director of Assurance.
- 1.2 The new post of Assistant Director, Assurance brings together several current Assurance services to provide clear strategic and operational leadership to those assurance services along with developing improved collaboration and opportunities for new ways of cross service working. The post holder will also need to develop an organisational assurance continuous improvement agenda, ensuring highest possible levels of service quality to be provided at all times.
- 1.3 It further seeks authority to recruit to the new post, based on a permanent (as opposed to fixed term) contract.
- 1.4 The paper also updates the committee on the recent change of Community Safety Team as well as a change to an established Assistant Director Role Profile - Assistant Director, Community Safety and Regulatory Services to Assistant Director, Counter Fraud, Community Safety and Protection and assimilation of the incumbent post holder of Head of Counter Fraud into this post (this has been covered by the post holder since February 2020).

2. REASONS FOR RECOMMENDATIONS

- 2.1 The proposal to create the Assistant Director, Assurance position arises in the wake of two significant changes: the first being a review of Assurance Directorate senior management roles given the recent strategic and operational expansion and subsequent increased workload of Assurance roles and responsibilities. This review is required to support and ensure effective implementation of the new Barnet Plan, especially the strategic objective of Clean, Safe and Well Run and associated priorities. The second significant change is the current ongoing pressures of continuing to respond to the Covid-19 pandemic as well as the need to deliver a successful recovery plan, establishing and optimising new opportunities and new ways of working.
- 2.1 The post holder will be required to seek out and promote sector best practice to ensure that the local authority continues to enhance our services and provide depth of leadership and senior capacity within the Assurance Group. As such, the post brings together several services to provide clear strategic and operational leadership, with the particular key aim of effectively delivering the 'well run' objective. The proposal also brings additional senior capacity to the Assurance Directorate to enable the services within its portfolio to focus on delivering improved council wide governance, collaboration and opportunities for new ways of cross service working, developing an organisational assurance continuous improvement agenda, including key areas of risk and improvement as set out in the Annual Governance Statement, aiming to for the highest possible levels of service delivery and quality to be provided always.
- 2.2 Reporting to the Executive Director of Assurance, the Assistant Director - Assurance will take lead responsibility for:

- Assurance and Business Development – this area includes Corporate Complaints, Local Government Ombudsman (LGO) Complaints, Information Governance (including Data Protection, Freedom of Information and Transparency)
- Business Improvement and Contract Management (Assurance)
- Electoral Services - includes Statutory functions on behalf of Barnet's Returning Officer and Electoral Registration Officer (ERO) including Elections planning, delivery, and Electoral registration
- Governance – includes Committee System Administration (also known as Democratic Services), Mayors Office and Civic Events
- Act as the Strategic lead for liaison for HBPL (Harrow and Barnet Public Law)
- Act as a key point of liaison and support for the councils 'Monitoring Officer'

2.3 Additionally, in November 2019 responsibility for Community Safety and Client lead for Regulatory Services (Re) transferred from the Executive Director of Environment to the Director of Assurance on an interim basis. Following the successful transfer of staff and responsibilities between the directorate over the interim period, a further review has taken place and to align effectively with the strategic priorities 'Clean, Safe and Well Run' the following changes to the Assurance Community Safety Team (CST) have now been made on a permanent basis:

Assurance, Community Safety Team

Responsibilities as outlined the Community Safety Accreditation scheme of Powers including:

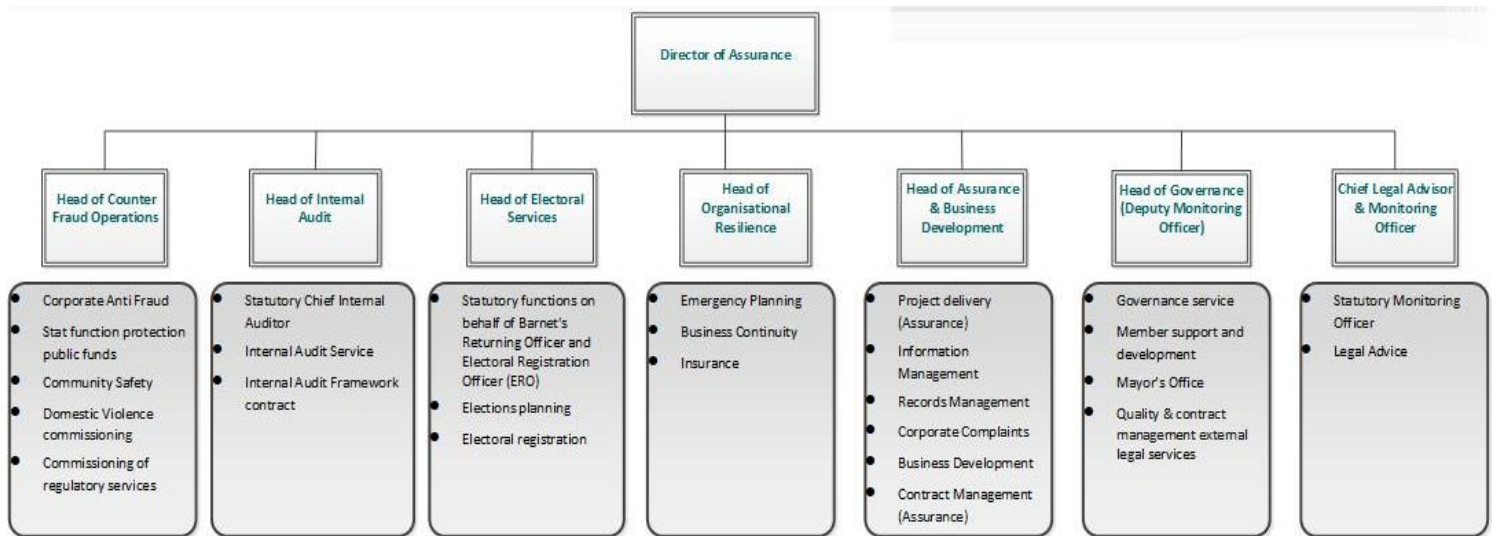
- Enforcement
- Crime and Disorder Reduction Partnership Priorities
- Environmental Crime
- Anti-Social Behaviour (ASB)
- Prevent Agenda (including Hate Crime)
- CCTV
- Intelligence

The remainder of services previously under the Community Safety portfolio have now transferred to the Family Services Directorate, those being; Domestic violence (DV) and Violence Against Women and Girls (VAWG), Reduced Offending (RO) Integrated Offender Management (IOM), Violence, Vulnerability & Exploitation (VVE) to provide greater synergy and alignment with the established work already being undertaken for young people within the Service.

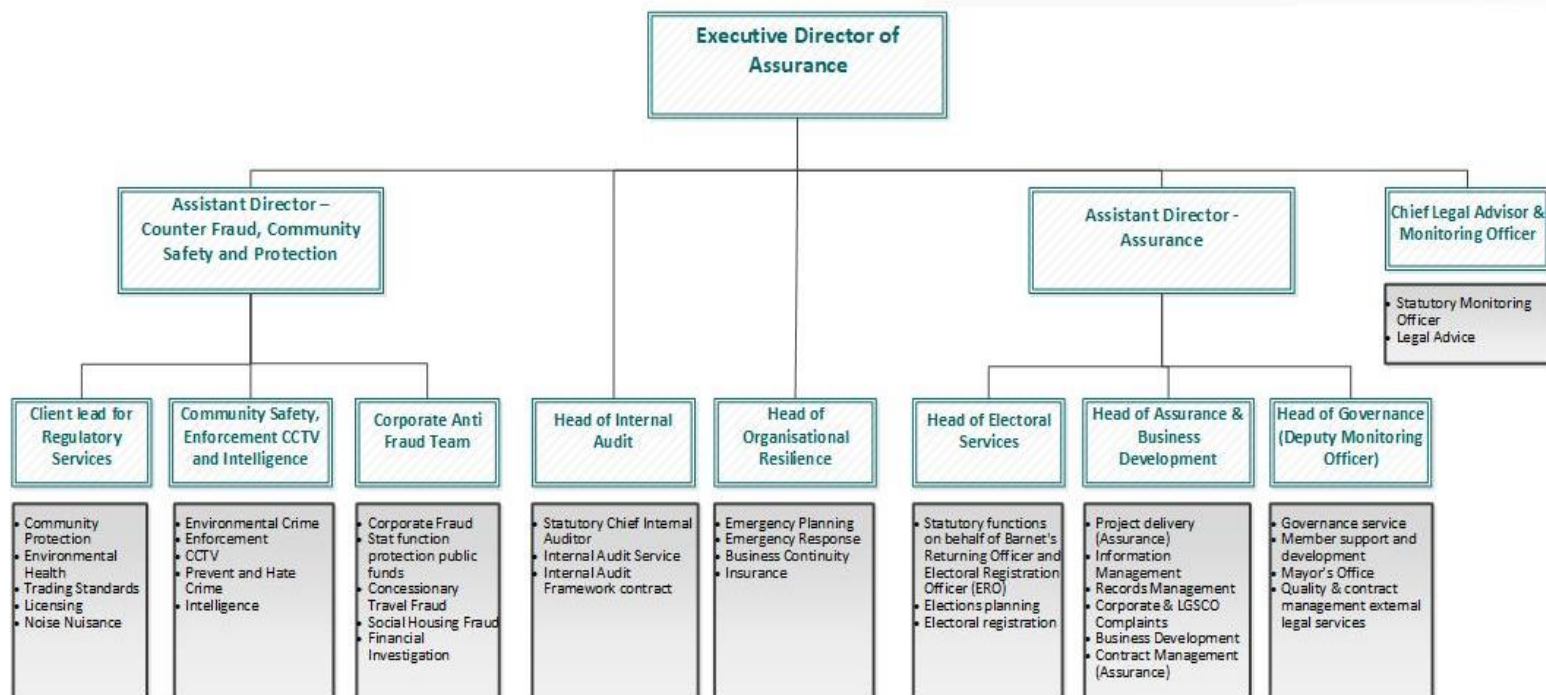
Furthermore, amendments were made to the existing role profile of the (established and vacant) Assistant Director Community Safety, in order to reflect the changes and to also include the responsibilities of the Head of Counter Fraud Operations and Client lead of Regulatory Services (Re). The changes were reviewed by HR and remain at the same level of Assistant Director.

The incumbent post holder of Head of Counter Fraud (who has been covering the vacant Assistant Director post since the beginning of 2020) has been approved by HR for assimilation into this amended post, this change took effect on 1st July 2021. The new post is entitled, Assistant Director - Counter Fraud, Community Safety and Protection.

2.4 The current Senior Management Structure for the Assurance Directorate is:



2.5 The proposed Senior Management Structure for the Assurance Directorate is:



2.6 ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

Do nothing: The Policy and Resources Committee could choose to maintain the status quo in respect of the management of the Assurance services within the Council. However, this would result in a lack of sufficient leadership capacity to implement the Barnet Plan, as well as deliver associated assurance priorities nor respond appropriately

to the major increase in workload following from responding to, and recovering from, COVID 19.

3. POST DECISION IMPLEMENTATION

- 3.1 Should the Policy and Resources Committee approve the proposed creation of the new post, the role profile will be finalised, advertised, and a recruitment exercise will be undertaken. The post is expected to be offered based on a permanent contract.

4. IMPLICATIONS OF DECISION

4.1 Corporate Priorities and Performance

- 4.1.1 The Barnet Plan outlines the council's strategic approach how we will keep Barnet green, the streets clean, and every person in the borough feeling safe and secure – delivering better services while ensuring value for money for all our residents and businesses to approach to provide a fair deal for our residents and a commitment to delivering services that matter most by making decisions to prioritise our limited resources. The aims of this proposal and Assurance Directorate structure changes support the key aims outlined in the plan in line with the agreed priority outcomes.

4.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 4.2.1 It is proposed that the post is initially funded from contingency budgets. The allocation will not be higher than the full year cost at the top of the band (c£150k) and is likely to be materially less as the appointment will only be part-year and likely to be more in the middle range of the band.
- 4.2.2 It is recommended that the CFO is delegated to approve the interim allocation of contingency funding (which will come back to P&R at a later meeting).
- 4.2.3 The longer-term funding for the post will be included within the 2022/23 budget planning process for the Assurance directorate, which will enable the cost of the post to be considered alongside any other budget realignments and the net financial impact of the wider restructure.

4.3 Social Value

- 4.3. N/A

4.4 Legal and Constitutional References

- 4.4.1 In accordance with Appendix A to the Responsibility for Functions sections of the Council's Constitution, the Constitution and General Purposes Committee has responsibilities for staffing matters other than those within the remit of the Chief Officer Appointment Panel.
- 4.4.2 The HR Regulations in the Council's Constitution (Section 2.1) require all new posts at Assistant Director level or above shall be created by Committee decision (the Constitution and General Purposes Committee, Policy and Resources Committee or

Urgency Committee) and not by delegated powers.

4.5 Risk Management

4.5.1 The Assistant Director role is currently funded. However, making permanent appointments in an uncertain fiscal environment adds to the Council's revenue pressures.

4.6 Equalities and Diversity

4.6.1 The 2010 Equality Act outlines the provision of the public-sector equalities duty which requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act (2010)
- Advance equality of opportunity between people from different groups, and
- Foster good relations between people from different groups.

4.6.2 The broad purpose of this duty is to integrate considerations of equality and day to day business and keep them under review in decision making, the design of policies and the delivery of services.

4.6.3 The job description for the Assistant Director role will be evaluated within normal HR practice.

4.7 Corporate Parenting

4.7.1 The changes have no direct impact on looked after children or care leavers.

4.8 Consultation and Engagement

4.8.1 N/A

4.9 Insight

4.9.1 N/A

5. BACKGROUND PAPERS

5.1 None.