

**WEST OXFORDSHIRE DISTRICT COUNCIL**

**COUNCIL:**

**WEDNESDAY 31 JULY 2019**

**COUNCIL HEAD OF PAID SERVICE**

**JOINT REPORT OF THE MONITORING OFFICER AND  
THE CHIEF FINANCE OFFICER**

**(Contact: Keith Butler or Jenny Poole, Tel: 01993 861521 or 01285 623313)**

**1. PURPOSE**

To make recommendations relating to the designation and salary level of the Head of the Paid Service.

**2. RECOMMENDATIONS**

- (a) That Giles Hughes be designated as Chief Executive with effect from 1 August 2019, in addition to his existing designation as Head of the Paid Service;
- (b) That, pending a salary review following the outcome of the on-going pay and grading review in relation to Publica employees, the post be remunerated at an annual salary of £78,810; and
- (c) That, with appropriate adjustments to take account of pay awards in the intervening period, the approved salary be backdated to 1 November 2017.

**3. BACKGROUND**

- 3.1. In September 2017 Council considered and approved the recommendations in a report relating to the retained officer structure which was proposed to be in place once the arrangements with Publica were operational, which was with effect from 1 November 2017. One of the decisions was that Giles Hughes was designated as the Head of Paid Service (HoPS), which is a statutory position/designation which has to exist in all principal councils.
- 3.2. One of the decisions taken by Council on that date was that *“officers employed either solely or partly by the Council be employed using the same terms and conditions, HR policies and procedures as Publica employees”*. However, given that the Publica pay and grading review is ongoing, with no guaranteed end date, it is appropriate to give consideration to the role and remuneration of the Head of Paid Service, following which he will contribute to any necessary considerations in relation to the other positions retained with the Council.
- 3.3. In addressing this matter, consideration has been given to the role and designation of the position. Both the day to day role and expectations on the post and the findings of the 2018 Local Government Association Peer Challenge have been relevant to this. The Peer Challenge report stated: *“Specifically, the role and function of the retained Head of Paid Service would benefit from being clarified, particularly in reference to the Lead Commissioner role, recognising that the commissioning support is provided from within Publica. Clarity in this area, along with a refreshed Council Plan, will help not only define the priorities of the Council but also set how priorities will be commissioned and delivered,”*; and included a recommendation to the Council to: *“Clarify the role and responsibility of the Head of Paid Service and the commissioning support provided to this role, so that the position can*

*successfully fulfil the role of Lead Commissioner and ensure that what Publica delivers, fully meets WODC's needs”.*

- 3.4. At the time of Publica becoming operational, the HoPS also retained his position as Head of Planning and Strategic Housing. In practice, that role was very much secondary to the responsibilities and expectations associated with being the HoPS and, in any event, that aspect ceased to be effective after the local government elections at the beginning of May 2019 as a consequence of the Publica Business Managers being in place for both the planning policy and development management functions.
- 3.5. In the context of the above, the Job Description included in the [Appendix](#) to this report has been drawn up, with the (obvious) intention of clarifying the role. It is proposed that the designation of Chief Executive is applied to the position, in recognition of the fact that the role of such a post is generally well-understood, as well as reflecting the responsibilities which apply.
- 3.6. The proposed salary level is comparable with the outcome of reviews undertaken by Cotswold and Forest of Dean District Councils of the salary for their Heads of the Paid Service, the latter of which used benchmarking and comparator data, and resulted in an approved spot grade of £78,000 per annum for the HoPS. It is appropriate also to clarify that the proposed salary is that of a Group Manager within Publica (£78,810) and is in line with the figure quoted in the 2019/20 Pay Policy Statement previously approved by the Council. It is also in line with what would be expected to be paid to a Director of a District Council as opposed to a Chief Executive of a “traditional” District Council. It is proposed that the arrangement is backdated to 1 November 2017, being the date on which the incumbent took up the role, subject to the recommended adjustments for pay awards in the interim. This would give annual amounts of £75,750 for 2017/18; and £77,265 for 2018/19.
- 3.7. The proposal is considered to be appropriate, fair and equitable, and is supported by the other two statutory retained officers of the Council.
- 3.8. The approved salary will be further reviewed, alongside the salaries of the Council's other statutory officers, following the outcome of the on-going pay and grading review in relation to Publica employees (given the Council's previously-stated desire to ensure that Officers employed either solely or partly by the Council were employed on the same basis as those Council employees who transferred to Publica).

#### **4. ALTERNATIVES/OPTIONS**

The Council could choose for the position to be solely designated as Head of the Paid Service and could choose to apply a different salary.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1. The current total for the annual salary and other allowances for the postholder is £73,200, plus oncosts. This includes a market supplement, lease car allowance and honorarium.
- 5.2. The recommended spot salary of £78,810 will encompass all pay and allowances.

5.3. As there is no specific budgetary provision for this, it will be treated as an in-year revision for 2019/20, and will need to be built into the budget for 2020/21 and subsequent years.

## **6. RISKS**

There are no significant risks associated with this report, although it should be noted that the Council has obligations (i) to designate an officer as the HoPS; and (ii) to be fair and equitable.

## **7. REASONS**

To ensure appropriate pay and senior managerial arrangements, pending further review.

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Monitoring Officer

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Date: 22 July 2019

Background Papers:  
None



## **JOB DESCRIPTION**

- Post** : Chief Executive (Head of Paid Service)
- Effective Date** : 1<sup>st</sup> August 2019
- Responsible To** : The Council
- Responsible For** : Head of Finance (Section 151 Officer), Head of Democratic Services (Monitoring Officer)

### **MAIN PURPOSE OF JOB**

To work with elected members and managers within the Council and Publica Group (Support) Limited to provide strategic advice on policy, performance and commissioning, and act as locality lead to enable delivery of the Council's priorities, objectives and plans, in an efficient and effective way within the resources allocated.

To work with Publica to ensure that the services provided meet the Council's priorities through effective service delivery

### **MAIN DUTIES AND RESPONSIBILITIES**

- Perform the statutory duties of the Head of Paid Service as outlined in the Council's Constitution.
- Work with elected members and managers to ensure the development and implementation of effective policies and strategies that address the needs of the West Oxfordshire communities.
- Lead the Council's commissioning of services, ensuring the services provided by Publica and other providers meet the Council's priorities.
- Represent the Council at external meetings and partnerships, as required.

- Develop and maintain positive working relationships between elected members and officers, promoting a one-team approach.
- Promote good governance by upholding high standards of conduct and behaviour and ensuring there is transparency and accountability in decision-making.
- Ensure that corporate risks are identified and evaluated, and that internal control processes are in place.
- Support and provide professional advice to the Council, Cabinet, Committees and all members, to enable them to act in accordance with current legislation and best practice.
- Promote the image of the Council by developing and maintaining strong relations with Town and Parish Councils, the media and partner organisations.
- Develop and maintain positive relationships with people and organisations to enhance services to communities in the West Oxfordshire and promote the Council's community leadership role.

#### **Other**

- Ensure that the Council complies with its responsibilities under the Health and Safety at Work, etc. Act 1974.
- Promote good data quality and information security.
- Ensure the Council's preparedness for civil emergencies and business continuity incidents and take a lead role in any response as required.
- Carry out such other duties as the Council may reasonably require.