



# Northumberland County Council

## STAFF & APPOINTMENTS COMMITTEE

5 December 2023

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### Redefinition of role currently assigned as Director of Strategy and Communications and change of job title to 'Assistant Chief Executive'

Report of the Chief Executive and Head of Paid Service

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#### 1. Purpose of the Report

1.1 The purpose of this report is to seek approval that the role of the current Director of Strategy and Communications be redefined in terms of role content and that the job title be changed to 'Assistant Chief Executive.'

#### 2. Recommendations

To agree the following recommendations:

2.1 To approve that the current postholder be assigned to the role of Assistant Chief Executive.

2.2 To agree that, subject to approval of recommendation 2.1 above, the change to job title take effect from 1 December 2023.

2.3 To note that all other terms and conditions of employment, including the evaluated band 16 and salary of £100,157 per annum, remain unchanged.

#### 3. Background

3.1 The role of Director of Strategy and Communications was established as a result of the senior management review that was approved by this committee on 25 April 2023 and took effect on 1 July 2023.

3.2 As the Chief Executive and executive management team have embedded, and appointments subordinate to the role have been made, the requirements of the role of the Director of Strategy and Communications have accordingly changed.

3.3 Increasingly, the postholder has been called upon to support the Chief Executive as their principal strategic adviser on corporate strategy, policy, priorities and performance.

3.4 There has also been a requirement that the postholder represent the Chief Executive in dealings with external stakeholders and groups, including external task & finish groups. The responsibility for deputising for the Chief Executive remains with Executive Directors.

#### **4. Proposal**

4.1 At present, the job description and job title belies the aforementioned responsibilities and does not reflect the role content. It is proposed that job description content is updated to reflect the prevailing and intended longer term role purpose.

4.2 It is also proposed that a more appropriately befitting job title of ‘Assistant Chief Executive’ be assigned to the role to ensure that it is recognised as a legitimate representative of the Chief Executive.

4.3 The updated job description has been evaluated in accordance with the LGE job evaluation scheme for senior managers. The evaluation determined that there is no change to the previously evaluated Band 16.

4.4 The updated job description is attached as appendix 1 to this report.

4.5 It is proposed that the existing postholder be assigned to the redefined role with effect from 1 December 2023.

#### **Implications**

<b>Policy</b>	Oversight of HR policies and procedures
<b>Finance and value for money</b>	
<b>Legal</b>	<p>Under the Pay Policy Statement, the Council has delegated to StAC the function to appoint and approve any roles that attract a salary of £100k or more.</p> <p>Under the Local Authorities (Standing Orders) (England) Regulations 2001, where a Council operates a Leader and Cabinet model of governance, before any appointment is made to Chief or Deputy Chief Officer, the Proper Officer designated for that purpose notifies the Leader and every member of the</p>

	<p>Cabinet on the intention to make the appointment, the name, the salary and other relevant particulars of the post, allowing any well-founded objections, before an appointment is made.</p> <p>Chief Officer is defined in s43 of the Localism Act 2011 as follows:</p> <ul style="list-style-type: none"> <li>• The head of the authority's paid service</li> <li>• The monitoring officer</li> <li>• Any statutory chief officer: <ol style="list-style-type: none"> <li>1. The person having responsibility for all statutory purposes (inc. s151 of the Local Government Act 1972), for the administration of the authority's financial affairs.</li> <li>2. The Director of Children's Services appointed under s18 of the Children Act 2004.</li> <li>3. The Director of Adult Social Services appointed under section 6 (A1) of the Local Authority Social Services Act 1970 (as amended by the Children Act 2004).</li> <li>4. The Director of Public Health appointed under s73A (1) of the National Health Service Act 2006.</li> <li>5. The Director of Education appointed under s532 of the Education Act.</li> <li>6. The Chief Fire Officer of a fire brigade maintained under the Fire Services Act 1947 and appointed under regulations made under section 18(1)(a) of that Act.</li> </ol> </li> <li>• Any non-statutory officer: <ol style="list-style-type: none"> <li>1. A person for whom the head of the authority's paid service is directly responsible.</li> <li>2. A person who in relation to most of their duties is required to report direct or is directly accountable to the head of paid service and any person who similarly is required to report direct or is directly accountable to the authority or its committees.</li> </ol> </li> </ul> <p>A Deputy Chief Officer is a person who, as respects all or most of the duties of their post, is required to report directly to one or more of the Chief Officers.</p> <p>StAC will also determine the terms and conditions relating the employees of the Council including the remuneration and terms of employment for the Head of Paid Service and Chief and Deputy Chief Officers.</p>
<b>Procurement</b>	N/A

<b>Human Resources</b>	All processes referenced in this report have been made in line with appropriate employment policies and relevant legal advice has been sought as required.
<b>Property</b>	N/A
<b>Equalities</b> (Impact Assessment attached) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	N/A
<b>Risk Assessment</b>	
<b>Crime &amp; Disorder</b>	N/A
<b>Customer Consideration</b>	N/A
<b>Carbon reduction</b>	N/A
<b>Health and Wellbeing</b>	N/A
<b>Wards</b>	Not related to any ward but cover the whole of Northumberland

## **Appendices**

Appendix 1 – Assistant Chief Executive Job Description

## **Background papers:**

N/A

## **Linked Reports**

[StAC report and minutes – 25 April 2023](#)

## **Report sign off.**

Authors must ensure that officers and members have agreed the content of the report:

	<b>Full Name of Officer</b>
Director of Law and Corporate Governance (Monitoring Officer)	Stephen Gerrard
Executive Director of Transformation & Resources (s151)	Jan Willis
Chief Executive (HoPS)	Dr Helen Paterson

## **Authors and Contact Details**

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