

# Agenda

## Chief Officers Terms and Conditions Committee

**Tuesday, 19 December 2023 at 10.00 am**  
**In Committee Room 1 - Sandwell Council House, Oldbury**

**1 Apologies for Absence**

**2 Declarations of Interest**

Members to declare any interests in matters to be discussed at the meeting.

**3 Urgent Business**

To consider any business as a matter of urgency.

**4 Minutes**

7 - 10

To confirm the minutes of the meeting held on 11 October 2023 as a correct record.

**5 Executive Director - spinal column points**

11 - 14

To consider the establishment of an incremental structure to the Executive Director posts.

**6 Exclusion of the Public and Press**

That the public and press be excluded from the rest of the meeting. This is to avoid the possible



disclosure of exempt information under Schedule 12A to the Local Government Act, 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, relating to any individual and likely to identify an individual.

7. **Chief Executive Performance Objectives 2023-2024** 15 - 24  
To agree the performance objectives and monitoring measures for the Chief Executive for the current municipal year.
8. **Appointment to alternative positions** 25 - 46  
To consider the appointment of officers to alternative positions.

**Shokat Lal**

**Chief Executive**

Sandwell Council House

Freeth Street

Oldbury

West Midlands

**Distribution**

Councillor Carmichael (Chair)

Councillors Piper, E M Giles, Hartwell, Khatun, Padda, Trumpeter and Fisher  
(substitute for Trumpeter)

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## Minutes of Chief Officer Terms and Conditions Committee

**11 October 2023 at 10.00am  
in Committee Room One at Sandwell Council House, Oldbury**

**Present:** Councillor Carmichael (Chair);  
Councillors Piper (Vice-Chair), Hackett, Kalari and Rollins.

**Officers:** Kim Bromley-Derry (Commissioner), Shokat Lal (Chief Executive), Victoria Lee (Assistant Director of HR and Organisational Development) and Suky Suthi-Nagra (Democratic & Member Services Manager).

### 16/23 **Apologies for absence**

Apologies for absence were received from Councillors Fenton and Padda.

### 17/23 **Declarations of Interest**

No declarations of interest were made.

### 18/23 **Minutes**

**Resolved** that the minutes of the meeting held on 6 September 2023 be approved as a correct record.

### 19/23 **Additional Items of Business**



There were no additional items of business to consider as a matter of urgency.

20/23 **Exclusion of the Public and Press**

**Resolved** that the public and press be excluded from the rest of the meeting to avoid the possible disclosure of exempt information under Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006, relating to any individual, likely to identify an individual or the business and financial affairs of any particular person (including the authority holding the information).

21/23 **New Leadership Team Structure**

With reference to Minute No. 15/23 (6 September 2023), wherein the Committee authorised the Chief Executive to commence formal consultations with the affected postholders on the redesign of the Council's senior leadership structure, consideration was now given to the outcome of the consultation process and representations received both in writing and at the Committee.

The Chief Executive reported that he had held consultation meetings with affected postholders and that none of the issues raised by postholders had meant the need to reconsider or amend the original structure proposals.

Members of the Committee received representations at the meeting by two affected postholders, as well as written submissions.

Having considered in full both oral and written submissions received, the Committee was satisfied that due process had been followed and that the process and rationale which had been applied in redesigning the leadership team structure was, as far as possible, both fair and transparent.



As part of the process for supporting employees who were at risk, and in accordance with Council policies, consideration would be given to identifying suitable alternative employment within the Council, as a means of avoiding compulsory redundancy.

The Committee also placed on record their thanks to Directors affected by the proposals for the role they played and their significant achievements to date.

**Resolved:-**

(1) that written and oral representations received from Directors who are designated at risk, alongside their responses to the formal consultation process received by the Chief Executive be received;

(2) to recommend to Council:-

- a) to approve the new Leadership Team structure as set out at Appendix 1;
- b) the deletion of the posts of Director of Finance, Borough Economy, Housing, Law and Governance (Monitoring Officer), Regeneration and Growth (3 postholders at risk);
- c) the establishment of 3 Executive Director posts of People, Place and Finance & Transformation (S151 Officer) within a proposed salary range of £125,000 - £135,000 per year;
- d) the designation of the post of Assistant Director (Law and Governance) as the Council's Monitoring Officer and Deputy Electoral Registration Officer (both currently held by the post of Director of Law and Governance);
- e) the designation of the new post of Executive Director of Finance and Transformation as Senior Information Risk Owner (SIRO);
- f) subject to 1.2(d) above, the designation of the post of Electoral Services Manager as a Deputy Electoral Registration Officer.

- (3) that the Chief Executive be authorised to invite those Directors at risk of redundancy as a result of these proposals to formally express interest in the positions of Assistant Director (Programme Manager) for Levelling Up and Assistant Director for ICT and Transformation (pending review and redesignation to Service Director), as suitable alternative work, with such invitations to be made on a ring-fenced expression of interest basis and subject to formal offer by the Committee, including interview by the Committee should more than one Director express an interest for either post.

Meeting ended at 11.57am

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## Report to Chief Officers Terms and Conditions Committee

19 December 2023

<b>Subject:</b>	Executive Director – spinal column points
<b>Director:</b>	Shokat Lal, Chief Executive
<b>Contact Officer:</b>	Victoria Lee, Assistant Director HR and OD Victoria_Lee@sandwell.gov.uk

### 1 Recommendations

1.1 That the Committee agree incremental points for the posts of Executive Director.

### 2 Reasons for Recommendations

2.1 On 24 October 2024, Council approved recommendations of this Committee to restructure the Leadership Team and appoint to three new positions of Executive Director of People; Executive Director of Place; and Executive Director of Finance and Transformation.

2.2 The salary range for these roles has been determined and advertised at £125,000 to £135,000 per annum.

2.3 The Committee is asked to establish an incremental structure to this pay band, to facilitate fair and transparent pay progression following initial appointment.



2.4 The proposed spinal column points for these posts is as follows:

First SCP - £125,000  
Second SCP - £130,00  
Third and final SCP - £135,000

Progression to be annually at 1 April (subject to the post holder having been in post at least six months).

Note, initial appointment may be made at any point on the scale, subject to individual negotiation depending on the skills and experience of the successful candidate.

2.5 These posts will be appointed on JNC Chief Officer terms and conditions of service, with pay awards applicable from April 2024 or April 2025 (the first April following commencement of appointment).

### **3 How does this deliver objectives of the Corporate Plan?**

3.1 These posts are essential to the delivery of the Corporate Plan. The decision on incremental pay spine points does not directly impact on this, but will enable equitable pay progression in accordance with normal Council policy on pay.

### **4 Context and Key Issues**

4.1 On 24 October 2023 Council approved recommendations of the Committee to restructure the Leadership Team. This restructure involved the creation of three new Executive Director positions.

4.2 The headline salary for these positions has been agreed as recommended to Committee through the restructure proposals. However, to date there has been no consideration of spinal column points within this pay range.

4.3 All posts within the Council are appointed to a pay range, allowing incremental progression. This includes the council's normal NJC pay range, Hay pay range (NJC terms) and pay scales for Directors and the Chief Executive.



## 5 Implications

<b>Resources:</b>	This proposal does not incur additional cost to the council, but does create a clear structure for pay progression within these new senior posts.
<b>Legal and Governance:</b>	The proposals establish clear points for pay progression, ensuring transparency and mirroring arrangements for all other posts in the organisation
<b>Risk:</b>	If an incremental scale is not introduced, there will be no formal mechanism for progression within these posts
<b>Equality:</b>	The proposals ensure all parties are clear regarding progression from the bottom to top of the scale
<b>Health and Wellbeing:</b>	There are no specific health and wellbeing implications arising from the contents of this report.
<b>Social Value:</b>	There are no specific social value implications arising from the contents of this report.
<b>Climate Change:</b>	There are no specific climate change implications arising from the contents of this report.
<b>Corporate Parenting:</b>	There are no specific corporate parenting implications arising from the contents of this report.

## 6 Appendices

Not applicable

## 7. Background Papers

Leadership Team Restructure Report – Council 24 October 2024  
Leadership Team Restructure Report - Chief Officers Terms and Conditions Committee 11 October 2024



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