



**CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY  
EMPLOYMENT COMMITTEE**

**Wednesday, 25 October 2017**

**12:00 noon or 30 minutes after the conclusion of the Board meeting**

East Cambridgeshire District Council,  
The Grange, Nutholt Lane,  
Ely, Cambs CB7 4EE

**Membership (Quorum 4)**

Mayor James Palmer	Mayor (Chair)
Councillor Robin Howe	Deputy Mayor (Statutory) (Vice-Chair)
Councillor John Holdich	Deputy Mayor (Constitutional)
Councillor Lewis Herbert	Portfolio Holder for Strategic Planning
Any two members of the Board	

**AGENDA**

**Open to Public and Press**

<b>Number</b>	<b>Agenda Item</b>	<b>Mayor/ Lead Member/ Chief Officer</b>	<b>Papers</b>	<b>Pages</b>
1.	Apologies and Declarations of Interests	Mayor	oral	-
2.	Officer Staffing Structure	Chief Executive	Yes	Pages 3 - 8
3.	Terms and Conditions of Employment	Chief Executive	Yes	Pages 9-14
4.	Date: tbc Options Wednesday 15 November	Mayor	oral	-

Number	Agenda Item	Mayor/ Lead Member/ Chief Officer	Papers	Pages
	Monday 20 November Wednesday 29 November Venue - Tbc			



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No: 2</b>
<b>25 OCTOBER 2017</b>	<b>PUBLIC REPORT</b>

## **OFFICER STAFFING STRUCTURE**

### **1.0 PURPOSE**

- 1.1 To achieve its objectives, the Combined Authority requires an appropriate staffing structure. The purpose of this report is to confirm the arrangements for appointment to the officer structure for the Combined Authority following approval of the structure by the Combined Authority.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>N/A</b>
<b>Lead Officer and Author:</b>	<b>Martin Whitely, Chief Executive</b>
<b>Forward Plan Ref:</b>	<b>N/A</b>
	<b>Key Decision: No</b>
<p>The Employment Committee is requested to:</p> <p>(a) Note the officer structure as set out in this report</p> <p>(b) Confirm the arrangements for the appointment of permanent, interim and seconded staff into Director and Assistant Director roles as set out in the report</p>	<p><b><i>Voting arrangements</i></b></p> <p>Simple majority</p>

### **2.0 BACKGROUND**

- 2.1 It is a legal requirement under the Local Government and Housing Act 1989 that the Chief Executive in his capacity as Head of Paid Service prepares a

report setting out certain matters relating to staffing. This includes

- a) the manner in which the different functions of the authority is co-ordinated;
- b) the number and grades of staff required by the authority for the discharge of their functions; and
- c) the organisation of the authority's staff.

2.2 At its meeting on 28th June 2017 the Combined Authority agreed the establishment and appointment of the following statutory officer roles:

- a) Legal Counsel (Monitoring Officer) – providing legal advice on the propriety and contract management arrangements appropriate a £1bn investment programme;
- b) Finance and Commercial Director (S151 Officer) – responsible for the fiscal strategy for Cambridgeshire and Peterborough including securing substantial investment into the area, and the development of robust business cases to support investment decisions

2.3 The Combined Authority on 4th September 2018 formally approved the remaining officer structure for the Combined Authority.

2.4 Members will be aware that the principles underpinning the officer structure are as follows:

- a) The Authority will have a small officer establishment who will provide policy advice and oversee the development of the core strategies of the Combined Authority area;
- b) The same officer group will commission and manage projects, programmes and delivery by external providers, and provide the Combined Authority with independent assurance that its investments are being managed efficiently and effectively;
- c) The Authority will have mixed economy of secondments, direct employment and commissioned services;
- d) Support services will where appropriate be provided from within constituent bodies;
- e) The Authority will actively seek to join up activities and functions across the public sector including the Local Authority network, the Greater Cambridge Partnership, and the Local Enterprise Partnership

### **Recruitment & Appointment to posts**

2.5 The officer employment procedure rules set out the arrangements for appointment to roles within the Authority. In addition the Combined Authority at its meeting on 4th September also confirmed arrangements for temporary appointments into these roles. In summary the following roles can only be appointed to by the Combined Authority (following a recommendation from Employment Committee as appropriate);

- a) Chief Executive

- b) Chief Finance Officer (S151 Officer)
- c) Legal Counsel (Monitoring Officer)

The following roles may be appointed to on a permanent basis by the Employment Committee:

- a) Director of Housing
- b) Director of Skills
- c) Director of Transportation
- d) Assistant Director

The following role is appointed to by the Mayor

- a) Political Advisor & Chief of Staff

All other roles must be appointed to by officers.

### **Progress to Date and Next Steps**

2.6 Appendix 1 sets out in detail the current position regarding each post. Currently where posts have been filled via direct employment the employee has been appointed to Peterborough City Council pending the Authority being in a position to directly employ.

2.7 With regards to Chief Officer posts it is now proposed to do the following:

- a) Legal Counsel

The role is currently filled by an officer seconded from another Local Authority. The role has been advertised and has attracted a strong applicant. It is now proposed that this Committee interview this candidate

- b) Chief Finance Officer

The role is currently filled by an officer seconded from another Local Authority. It is now proposed that this role be advertised nationally immediately

- c) Director of Housing

An interim appointment has been made; therefore it is not proposed to make any permanent appointment at this stage.

- d) Director of Transportation

This role is currently filled by an officer seconded from a private sector organisation. It is not proposed to make any permanent arrangements at this stage.

- e) Director of Skills

An interim appointment has been made. It is not proposed to make any permanent appointment at this stage

f) Assistant Director

This role is currently filled by an officer seconded from another Local Authority. It is now proposed that this role be advertised, initially amongst constituent bodies, immediately.

**3.0 FINANCIAL IMPLICATIONS**

3.1 The costs of these roles has been built into the budget and is shown in the budget monitoring report presented to each Board meeting.

**4.0 LEGAL IMPLICATIONS**

4.1 These are dealt with in the report.

**5.0 EQUALITIES IMPLICATIONS**

5.1 The roles will be advertised in accordance with the Officer Employment Procedure Rules and the process will comply with all Equalities legislation.

**6.0 APPENDICES**

Appendix 1- Current position

<u>Source Documents</u>	<u>Location</u>
Agendas, reports and decisions of the Board	Combined Authority website

## Appendix 1

### Officer Structure

Job Title	Name of Postholder	Nature of employment	Actions
<b>Posts appointed by Combined Authority Board</b>			
CHIEF EXECUTIVE - COMBINED AUTHORITY	Martin Whiteley	Direct	
CHIEF FINANCE OFFICER & S151 OFFICER	Alex Colyer	Seconded from South Cambs DC	Role to be advertised
MONITORING OFFICER & LEGAL COUNSEL	Kim Sawyer	Seconded from PCC	Interviews to be arranged for Employment Committee
<b>Posts appointed by Employment Committee</b>			
ASSISTANT DIRECTOR	Dan Thorpe	Seconded from CCC	Role to be advertised
DELIVERY DIRECTOR [SKILLS]	Steve Rosevear	Interim Appointment	
DELIVERY DIRECTOR [HOUSING]	David Keeling	FTC	Role to be advertised
DELIVERY DIRECTOR [TRANSPORTATION]	Keith McWilliams	Seconded from Skanska	
<b>Posts appointed by the Mayor</b>			
Mayoral Advisor & Chief of Staff	Tom Hunt	Direct	
<b>Officer Appointments</b>			
TRAINEE FINANCE OFFICER			
FINANCE MANAGER			
TRAINEE LAWYER			Role to be advertised
CONTRACT SOLICITOR			Role to be advertised
COMMUNICATIONS MANAGER			
PROGRAMME MANAGER			Role to be filled by secondment
PROGRAMME MANAGER			
PROGRAMME MANAGER			
PROJECT OFFICER			Post to be filled by secondment
EXECUTIVE ASSISTANT TO CHIEF EXECUTIVE	Will Temple	Seconded from CCC	
PERSONAL ASSISTANT TO THE MAYOR/CHIEF EXECUTIVE			Post advertised
Scrutiny Officer	Anne Gardiner	Direct	

<b>PERSONAL ASSISTANT (DIRECTORS)</b>			<b>Post advertised</b>
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<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No: 3</b>
<b>25 OCTOBER 2017</b>	<b>PUBLIC REPORT</b>

## **EMPLOYEE TERMS AND CONDITIONS**

### **1.0 PURPOSE**

- 1.1. The Combined Authority requires an employment infrastructure to enable it to engage staff properly, legally and fairly. This infrastructure includes a requirement to have a pay and grading system and a set of core terms and conditions.
- 1.2. This report sets out a proposal for a pay and grading system and a core set of terms and conditions for staff who will be employed by the Combined Authority.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>N/A</b>
<b>Lead Officer:</b>	<b>Martin Whitely, Chief Executive</b>
<b>Forward Plan Ref:</b>	<b>N/A Key Decision: No</b>
<p>The Employment Committee requested to:</p> <p>(a) Approve the recommendation that Combined Authority Staff be engaged on terms and conditions as set out in this report</p> <p>(b) Note that there will need to be a number of other HR policies which will need to be approved by the Employment Committee in due course</p>	<p><b><i>Voting arrangements</i></b></p> <p>Simple majority</p>

## **2.0 BACKGROUND**

- 2.1. The Combined Authority was legally established in March 2017. Now the Authority has started to make appointments to the officer structure, work has commenced to establish the Combined Authority as a legal employer.
- 2.2. The Combined Authority has to date engaged people via the following:
  - (a) Hosted by Peterborough City Council pending the Combined Authority being in a position to employ people directly;
  - (b) Seconded from other organisations pending the establishment of and recruitment to directly employed posts.
- 2.3. With effect from January 2018, it is intended that the Combined Authority will be in a position to employ its own staff. As we move forward, the employment infrastructure needs to be agreed so that the Authority can employ staff legally and fairly. As a minimum, this infrastructure will include a pay and grading system as well as the development a core set of terms and conditions.

### **Terms and Conditions of Employment**

- 2.4. To ensure that the terms and conditions offered by the Combined Authority are competitive and in line with those of the constituent authorities, benchmarking has been undertaken to ascertain what is offered within each Council. Many of these authorities follow the terms and conditions of employment set out by the NJC for Local Government Services, commonly known as the 'green book'. This covers the majority of the workforce up to Chief Officer level. There is also a Joint Negotiating Committee for Chief Officers and a Joint Negotiating Committee for Chief Executives which follow many of the principles of the green book.
- 2.5. The agreement covers the basic employment provisions (i.e. 37 standard working hours per week, annual leave, sickness pay levels, maternity scheme, and continuous service rules). There are also provisions that can be changed by local negotiation (eg. enhancements for work outside of the 'normal' working week etc., call out payments, car allowances).
- 2.6. The benefit of committing initially to the principles of the green book is:
  - (a) Security and consistency for staff, who have/are likely to join the Combined Authority from other Councils;
  - (b) Annual pay awards negotiated nationally removing the need to undertake local negotiations;
  - (c) the pay awards are in line with the requirements and expectations of Central Government, and therefore the general public;
  - (d) likely to help with recruitment and retention by using the benefits offered across the public sector.

- 2.7. Contracts of employment can be written to incorporate the principles of the green book but giving the flexibility for the Combined Authority to incorporate locally agreed terms if it so wishes. This would, however ensure that nationally agreed pay increases apply to CA staff thus alleviating the potential difficulties arising out of having to undertake local pay bargaining.
- 2.8. It is therefore recommended that the Combined Authority adopt the principles of the Green Book & the JNC for Chief Officers and Chief Executives whilst allowing for local variation as appropriate.

### **Pay & Grading**

- 2.9. Most Local Authorities use the NJC pay spine and the accompanying Job Evaluation Scheme upon which a local grading structure can be overlaid. Job evaluations would be carried out on behalf of the CA by Peterborough City Council in its capacity as the HR lead.
- 2.10. Following evaluation of the roles within the structure it is therefore recommended that the Combined Authority adopt the salary scales and grades set out in Appendix 1.

### **Pension Scheme**

- 2.11. The Combined Authority is a scheduled body under the Local Government Pension Scheme (LGPS) regulations and, by virtue of the Cambridgeshire and Peterborough Combined Authority Order 2017 are a body admitted to the LGPS administered by Cambridgeshire County Council. The Authority must, by law offer membership of the scheme to all employees. All employees of the Combined Authority will therefore be contractually enrolled into the scheme unless they opt out.
- 2.12. Under the LGPS there are certain discretions that an employer has within the regulations of the scheme. These discretions will be submitted to a future meeting of the Employment Committee for approval.

### **Health & Safety**

- 2.13. The Combined Authority will have a legal responsibility under the Health and Safety at Work etc. Act 1974, to provide a safe and healthy environment for all its employees and all other people affected by its operations and activities. A policy detailing specific responsibilities of all employees; risk assessments; incident reporting; fire precautions and emergency evacuation procedures; training and first aid provision will be produced and submitted to Employment Committee.

### **Trade Union Recognition & Facilities**

- 2.14. It is not proposed to recognise trades unions until such time as a recognition request is submitted based upon employees who are union members.

## **Other Policies**

2.15. There are also a number of other policies that will need to be developed over the coming months. These will be submitted to the Employment Committee as appropriate

## **3.0 FINANCIAL IMPLICATIONS**

3.1. There are no direct financial implications arising from this report.

## **4.0 LEGAL IMPLICATIONS**

4.1. These are dealt with in the report.

## **5.0 EQUALITIES IMPLICATIONS**

5.1. Equality Impact Assessments shall be carried out for all policies before implementation.

## **6.0 APPENDICES**

6.1. Appendix 1 –Proposed Pay Scales

## Appendix 1

### Proposed Pay scales

Staff below Chief Officer Level

Annual Salary £

-	]
-	]
-	]
-	] GRADE 1
-	]
15014	]
15115	] ]
15246	] GRADE 2
15375	] ]
15613	] GRADE 3
15807	] ]
16123	] ]
16491	] GRADE 4
16781	] ]
17072	] ]
17419	] GRADE 5
17722	] ]
18070	] ]
18746	] ]
19430	] GRADE 6
20138	] ]
20661	] ]
21268	] ]
21962	] GRADE 7
22658	] ]
23398	] ]
24174	] ]
24964	] GRADE 8
25951	] ]
26822	] ]
27668	] ]
28485	] GRADE 9
29323	] ]
30153	] ]
30785	] ]
31601	] GRADE 10
32486	] ]
33437	] ]

34538 ]  
 35444 ] GRADE 11  
 36379 ]  
 37306 ] ]  
 38237 ] ]  
 39177 ] GRADE 12  
 40057 ] ]  
 41025 ] ]  
 41967 ] ]  
 42899 ] GRADE 13  
 43821 ] ]  
 44765 ] ] ]  
 45701 ] ] ]  
 46652 ] ] ]  
 47596 ] GRADE 14  
 48603 ] ] ]  
 49618 ] ] ]  
 50628 ] ] ]  
 51628 ] ] ]  
 52638 ] GRADE 15  
 53645 ] ] ]  
 54654 ] ] ]

### Chief Officer Pay Scales

Hay Pay Band	Point 1 (minimum)	Point 2	Point 3	Point 4	Point 5 (maximum)
	£	£	£	£	£
1	156075	163879	173417	182088	190759
2	129567	136318	143963	149989	158360
3	105897	111192	117663	123553	129430
4	88963	93411	98848	102985	106600
5	76734	80570	85260	88828	93786
6	65754	69041	73058	76117	80366
7	55453	58224	61613	64193	67775