



**WATFORD
BOROUGH
COUNCIL**



COUNCIL FUNCTIONS COMMITTEE

14 June 2022

6.30 pm

Room 21, Town Hall, Watford

Contact

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For information about attending meetings please visit the [council's website](#).

Publication date: 6 June 2022

Committee Membership

Councillor D Walford (Chair)

Councillor D Allen-Williamson (Vice-Chair)

Councillors A Dychton, S Johnson, N Shah, M Watkin and D Watling

Agenda

Part A - Open to the Public

1. Apologies for absence/ committee membership

2. Disclosure of interests (if any)

3. Minutes

The [minutes](#) of the meeting held on 23 February 2022 to be submitted and signed.

4. New Pay Grade - Associate Directors (Deputy Chief Officers) (Pages 3 - 8)

Report of the Executive Head of Human Resources and Organisational Development

Please note Appendix 1 is exempt from publication in accordance with Paragraph 1, Schedule 12A of the Local Government Act 1972 as it contains information that can identify individuals.

5. Exclusion of press and public

The Chair to move: that, under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business as it is likely, in the view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during consideration of the item there would be disclosure to them of exempt information as defined in section 100(1) of the Act for the reasons stated below in terms of Schedule 12A.

Note: if approved, the Chair will ask members of the press and public to leave the meeting at this point.

Part A

Report to: Council Functions Committee
Date of meeting: 14 June 2022
Report of: Executive Head of Human Resources & Organisational Development
Title: New Pay Grade – Associate Directors (Deputy Chief Officers)

1.0 SUMMARY

- 1.1 The purpose of this report is to consider the pay scales for senior staff, specifically at Deputy Chief Officer level with the new grade of Associate Director, as approved by Cabinet on 13 June 2022. Associate Directors will be tier 3 officers within the local authority and as such will be responsible for more than one service area within a newly created Directorate, led by an Executive Director. The new grade of Associate Director will replace the existing grade of Head of Service, with greater levels of accountability and responsibility and should be remunerated in accordance with these new levels of responsibility. Officers for this new post will be appointed on National Joint Council (NJC) terms and conditions of employment.
- 1.2 The current pay bands for senior managers, previously referred to as Heads of Service, covers bands 11 and 11+ and while benchmarking data suggest that rates of pay at this level are comparable to other district authorities of a similar size, Watford is an urban, Mayoral led authority with a new council plan for the next 4 years, an ambitious programme for residents, large scale developments and significant investment leverage.
Heads of Service Pay band 11 is £53,861 to £58,124 (excluding London Weighting Fringe Allowance)
Pay band 11+ is £60,368 to £65,263 (excluding London Weighting Fringe Allowance)
Note: Pay band 11+ will be retained and the criteria for entry to the band, previously restricted to those carrying out Head of Service roles, will be revised. Until the revised criteria is finalised the band will not be used.
- 1.3 Watford's location also means that it is competing in the job market with London and the South East, as well as its own East of England region.
The combination of the above requires recruitment and retention of very high performing senior members of staff in a very competitive market place. Appendix 2 outlines benchmarking data undertaken to support the new pay band for Associate Directors.
- 1.4 **Extended Pay Band – Grade 12**
An additional extended pay band is proposed for Deputy Chief Officers only, currently referred to as Associate Directors and for this pay band to be considered as Grade 12. It will be restricted to those operating at Deputy Chief Officer (Associate Director level) only due to the scope, breadth and responsibility levels of this post. It is proposed that the additional pay band (excluding London Weighting Fringe Allowance) starts at a minimum of £70,000 and has four further points: £72,500; £75,000; £77,500 and £80,000. These rates will be reviewed in line with the annual pay review.

2.0 RECOMMENDATION

- 2.1 That the proposed new pay band 12 is approved by the Committee.
- 2.2 That the new pay band is restricted to those at Deputy Chief Officer level only due to the scope, responsibility and accountability of the role.
- 2.3 That the post of Associate Director is appointed to on NJC terms and conditions of employment.

Contact Officer:

For further information on this report please contact:
Terry Baldwin, Executive Head of Human Resources & Organisational Development.

Report approved by: Donna Nolan Managing Director

3.0 IMPLICATIONS

3.1 Financial

- 3.1.1 The introduction of a new pay band will be managed within existing budgets and follows the reorganisation of the senior structure of the Council as set out in the report to Cabinet of 13 June 2022 – see appendix 1.

3.2 Legal Issues (Monitoring Officer)

- 3.2.1 The Group Head of Democracy and Governance comments that this increased grading is required to be able to implement the proposed senior management restructure. This committee is responsible for determining terms and conditions for staff, including pay (except chief officer pay).

3.3 Equalities

- 3.3.1 There are no known equalities implications.

3.4 Potential Risks

Potential Risk	Likelihood	Impact	Overall score
It is difficult to recruit to senior management levels within the authority.	3	3	9
Retention of existing talent at senior management level within the Council is not possible.	3	3	9

3.5 **Staffing**

3.5.1 Affected staff will be subject to consultation regarding the new proposals and if appointed to the new role of Associate Director, will be paid in accordance with the scale for that role.

3.6 **Accommodation**

3.6.1 Not applicable

3.7 **Community Safety**

3.7.1 Not applicable

3.8 **Sustainability**

3.8.1 Not applicable

Appendices

Part B Appendix 1: Report to Cabinet 13 June 2022.

Appendix 2: Benchmarking data

Background Papers

No papers were used in the preparation of this report.


Council Functions Committee 14 June 2022 – Appendix 2 Market Data.

The following are advertisements taken at the start of February 2022 and were the most directly relevant councils in terms of comparative size. While some of the functions are social services and education they are still paid under the LG pay scales.

Assistant Director of Corporate Parenting – Oldham Council

- Oldham, Greater Manchester
- £72,983 - £81,738
- Oldham Council

This post leads a range of services for children and young people who are on the edge of care and in care, including carer leavers.


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NEW

Assistant Director – Planning, Performance and Engagement

- Lewes, East Sussex
- Up to £88,000 per annum
- East Sussex County Council


You will bring proven negotiating and influencing skills, having effectively managed multi-agency projects in...

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Assistant Director SEND – Oldham Council

- Oldham, Greater Manchester
- £72,983 - £81,738
- Oldham Council

This is an exciting time to join Oldham Council and an opportunity to make a real difference to children in our borough.

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Assistant Director, Social Work Services – Oldham Council

- Oldham, Greater Manchester
- £72,983 - £81,738
- Oldham Council

This post leads a wide range of Social Work Services in Oldham including the Multi Agency Safeguarding Hub, Emergency Duty Team, Children...

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Assistant Director: Governance and Monitoring Officer

- Bolsover, Chesterfield
- Circa £64,827 p.a. plus an additional £5,000 for statutory officer role
- Bolsover District Council

You will join a supportive, passionate, hardworking and diverse senior leadership team, working on...

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Assistant Director, Communications & Campaigns

- Islington, London (Greater)
- Circa £95,000
- Islington London Borough Council

This is an exciting and fast-paced role which touches every neighbourhood that we deliver for.

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Assistant Director Project Delivery

- Cambridgeshire
- Up to £90K
- Cambridgeshire County Council

To take on this rewarding challenge, it's vital you have considerable project delivery experience at a senior level, as well as...

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Assistant Director for Schools and Learning

- Haringey, London (Greater)
- £102,300 - £119,000
- Haringey London Borough Council



You will have a strong background in school improvement and education leadership.

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Assistant Director of Environment and Regulatory Services

- Bolton, Greater Manchester
- circa £84,000
- Bolton Metropolitan Borough Council



As Assistant Director of Environment and Regulatory Services, you will be responsible for core 'front-line' place-based services, including...

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Assistant Director: Revenues, Benefits and Payroll

- Bradford, West Yorkshire
- c. £87k (review pending)
- City of Bradford MDC



We are looking for someone who can offer an assured technical appreciation of revenues and benefits. But we are also looking for a bit...

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