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08 February 2019

To: All Members of the Staffing and Remuneration Committee

Dear Member,

Staffing and Remuneration Committee - Monday, 11th February, 2019

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

**13. ASSIMILATION TO THE POST OF ASSISTANT DIRECTOR OF
CUSTOMER SERVICES AND LIBRARIES (PAGES 1 - 4)**

Yours sincerely

Felicity Foley, Acting Committees Manager

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Report for: Staffing & Remuneration Committee – Monday 11 February 2019

Title: Assimilation to the post of:
Assistant Director of Customer Services and Libraries

Report

Authorised by: Mark Rudd: Assistant Director Corporate Resources

Lead Officer: Helen Gaffney: HR Business Partner

Ward(s) affected: N/a

Report for Key/

Non Key Decision: Non key decision

1. Describe the issue under consideration

1.1 At the Staffing & Remuneration Committee meeting held on 26th March 2018, the Committee received a report from the Chief Executive and Head of Paid Service setting out the outcome of the Council's Senior Management restructure including the positioning of key departments of the Council.

1.2 This report seeks approval to confirm the assimilation of the prospective postholder to the post of Assistant Director of Customer Services and Libraries on a permanent basis with immediate effect. In accordance with our restructure policy, assimilation is appropriate because the post is substantially unchanged and the number of postholders is the same as the number of posts. In this case, assimilation also avoids the potential risk and cost of an unnecessary redundancy, as well as stabilising the leadership of this service. An assimilation development interview has taken place in line with the policy and this committee is being asked to approve the appointment.

2. Cabinet Member Introduction

2.1 Not applicable

3. Recommendations

3.1 That the Committee approves the assimilation of the prospective postholder to the role of Assistant Director for Customer Service and Libraries on a permanent basis with immediate effect.

4. Reasons for decision

4.1 A permanent appointment is necessary at this time in order to provide greater stability to the leadership of the service. Assimilation is in line with the restructure policy as the post is substantially unchanged and the number of post holders is the same as the number of posts. It avoids the potential risk and cost

of an unnecessary redundancy and provides further stability at the senior leadership level of the Council.

5. Alternative options considered

- 5.1 The option of continuing with the existing temporary arrangement whereby the current post holder continues to cover the role on a temporary basis is no longer viable.

6. Background information

- 6.1 The prospective postholder was asked to transfer from his permanent substantive role as Head of Direct Services in the Commercial and Operations Department to cover the role of Assistant Director of Business and Resources in the Childrens and Young Peoples Service. The prospective postholder then moved to cover the vacant role of Assistant Director for Programmes before being appointed to the vacant role of Assistant Director for Customer Services on a temporary basis with effect from 19 July 2016. Given the long period of time that had elapsed since he last operated as the Head of Direct Services, the offer of the Assistant Director of Customer Services role was made on the basis that he relinquished his right to return to his permanent substantive role. Whilst the prospective postholder was appointed to the role on a temporary basis, he did maintain his permanent employment rights.
- 6.2 At the Staffing & Remuneration Committee meeting held on 26th March 2018, the Committee received a report from the Chief Executive and Head of Paid Service setting out the outcome of the Council's Senior Management restructure including the positioning of key departments of the Council, as well as details of the transition period and recruitment approach.
- 6.3 The report outlined the need to create stability at a senior management level to better meet the significant challenges and opportunities facing the Council in the medium term and during a time of change within the elected leadership. Some interim cover arrangements including cover for the Assistant Director of Customer Services and Libraries have been maintained.
- 6.4 It is now necessary and appropriate to appoint the Assistant Director for Customer Services and Libraries role on a permanent basis. Given that the role is substantially unchanged and the number of post holders is the same as the number of posts, in line with our restructure procedure, and following the assimilation development interview that has been held, this committee is being asked to approve the assimilation of the prospective postholder to this post on a permanent basis.
- 6.5 Assimilation will also avoid the unnecessary risk and cost of redundancy as well as maintain consistency in the leadership of the service at a crucial time.

6.6 Details of the affected post is shown below:

Substantive Post	Assimilated Post	Candidate	Salary Grade	Salary Range	Change
n/a	Asst Director of Customer Services and Libraries	TBA	HB1A	£97,700-£113,500	No Change to Grade or Pay

7. Contribution to strategic outcomes

7.1 This report proposes the appointment by assimilation of prospective postholder to the role of Assistant Director of Customer Services and Libraries, with accountability for the delivery of its strategic outcomes for that service.

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1 Finance

The role of Assistant Director of Customer Services and Libraries is fully funded within existing budgets and there are no additional costs as a result of this assimilation.

8.2 Procurement

Not applicable

8.3 Legal

The Assistant Director of Corporate Governance has been consulted in the preparation of this report.

The role under consideration in this report has been directly assimilated under the Council's Restructure Policy. There are no direct legal implications arising out of this report.

8.4 Equality

The staff restructure EqIA Screening Tool has been completed which identified that a full EqIA was not required due to the relatively small impact upon the profile of the workforce.

9. Use of Appendices

Not applicable

10. Local Government (Access to Information) Act 1985

10.1 Not applicable