



Agenda item:

Remuneration Committee

On 23 July 2008

Report Title: **Chief Officer/ Senior Manager Job Evaluations**

Forward Plan reference number (if applicable): **[add reference]**

Report of: **Chief Executive**

Wards(s) affected: **ALL**

Report for: **Key decision**

1. Purpose

To propose changes to the process for applying chief officer job evaluation

2. Recommendations

2.1 The committee is asked to approve the job evaluation process going forward outlined in paragraph 9.

Report Authorised by: **Dr Ita O'Donovan, Chief Executive**

Contact Officer: **Steve Davies, Head of Human Resources 020 8489 3172**

3. Chief Finance Officer Comments

3.1 The Chief Finance officer has no specific comment to make.

4. Head of Legal Services Comments

The Head of Legal Services has been consulted on the content of this report and has no specific comment to make.

5. Local Government (Access to Information) Act 1985

5.1 Job evaluation records were used in the preparation of this report.

6. Financial Implications

6.1 See comments in paragraph 3.

7. Legal Implications

8.1 Legal comments are outlined in para 5.

8. Equalities Implications

8.1 The report has no implications on equalities.

9. Job evaluations process

- 9.1 It is recommended that the current job evaluation process be made more robust and that the Head of Human Resources collect the delegated authority form for new or changed Senior manager graded posts created in the establishment as part of the job evaluation process. The Head of HR will require confirmation that the establishment of SM graded posts has been the subject of consultation with the relevant Cabinet Member(s). Following evaluation the proposed grade will be reported to the Cabinet Member and to the Chair of Remuneration Committee in advance of implementation.
- 9.2 The Head of Human Resources will circulate quarterly reports on evaluations to relevant Cabinet members and all Members of the Remuneration Committee. This analysis will identify trends in the application of the job evaluation scheme.
- 9.3 The proposed process is therefore:
- a) Proposed SM graded job to be agreed with the Director & Cabinet Member for the Service. Delegated authority or a cover sheet to be used to signify acceptance.
 - b) Head of HR to apply Chief Officer job evaluation scheme and recommend grade, and/or commentary.
 - c) Grade to be agreed by Director following consultation with Cabinet Member(s)
 - d) Documentation to be forwarded to relevant Cabinet Member, and Chair of Remuneration Committee for ratification & sign off. Pack to include job description, details of changes, old & new grade.
 - e) Action reported to next meeting of Remuneration Committee.