

Personnel Committee

Minutes of the meeting held on 16 November 2016

Present

Councillor Flanagan- In the Chair

Councillors Andrews, Bridges, S Murphy, S Newman, B Priest and Rahman

Apologies – Councillors Leese and N Murphy

PE/16/26 Minutes

Decision

To agree the minutes of the meetings of 29 September 2016 as a correct record.

PE/16/27 Project Director – ‘Our Town Hall’

The Committee considered a report of the Deputy Chief Executive (Growth and Neighbourhoods) which proposed the establishment of a new leadership post of Project Director for the ‘Our Town Hall’ refurbishment project.

The report highlighted the complex and sensitive nature of this significant programme of work, the aims of which would preserve and enhance the primary civic role and function of the Town Hall and facilitate improved commercial opportunity within the building. Additionally, the refurbishment would underpin cultural and behavioural change across the workforce through the optimised use of space and technology. The Committee noted that the postholder would be responsible for leading and delivering all aspects of the refurbishment programme, including the design and construction, procurement, supplier management and cultural change. Included within this would be the responsibility for the design and recruitment of a team of industry experts to support delivery of the programme.

The Committee also noted that the proposals for the post had been drafted in line with market research findings which had concluded that the level of skill and experience required for this project are rare, high-calibre and in demand and would require a salary of circa £120,00 to £140,000. The Committee was invited to recommend to Council the introduction of a completion payment of £50,000 for the postholder upon satisfactory completion of the project to agreed timelines, cost and quality. This payment would, however, be dependent on the postholder leaving the employment of the Council at the end of the project. The Committee agreed to those recommendations.

The Committee was asked to delegate authority to the City Treasurer, Deputy Chief Executive (Growth & Neighbourhoods) and Director of Human Resources and Organisational Development in conjunction with the Executive Member for Finance and Human Resources to progress all aspects of recruitment to the role of Project Director. The Committee agreed to this.

Decision

1. To approve the creation of a senior leadership post of Project Director within the Capital Programmes division but directly managed by the Deputy Chief Executive (Growth & Neighbourhoods). To note that the Project Director will be responsible for leading and delivering all aspects of the refurbishment programme, including the design and construction, procurement, supplier management and cultural change. The post will be time limited to the end of the refurbishment in late 2023.
2. To recommend to Council that recruitment commences to the role of Project Director with a salary package of circa £120,000 to £140,000. The role will be subject to the new approach to senior Job Evaluation and dependant on the outcome may require the introduction of a market supplement. To note that the outcome of this exercise will be reported to this committee in December and will include any recommendations to Council if required.
3. To recommend to Council the introduction of a completion payment of £50,000 for the Project Director upon satisfactory completion of the project to agreed timelines, cost and quality; and that this payment is dependent on the Project Director leaving the employment of the Council at the end of the project.
4. To note that the Project Director will be responsible for the design and recruitment of a delivery team of industry experts to deliver the programme which will include a core team within the Council and a virtual team drawing in specialist and technical skills from across the Council and from supply chains and contractors. To agree that a report on these developments shall be brought back to this committee in 2017.
5. To delegate authority to the City Treasurer, Deputy Chief Executive (Growth & Neighbourhoods) and Director of Human Resources and Organisational Development in conjunction with the Executive Member for Finance and Human Resources to progress all aspects of recruitment to the role of Project Director.