

	<p><b>Head of Service Post – Future Arrangements</b></p>
<p><b>Committee</b></p>	<p>Gloucestershire Joint Waste Committee</p>
<p><b>Committee Date</b></p>	<p>21<sup>st</sup> February 2017</p>
<p><b>Significant Decision</b></p>	<p>Yes</p>
<p><b>Responsible Officers</b></p>	<p>Steve Read, Head of Service, Gloucestershire Joint Waste Team (01823 625707; <a href="mailto:steve.read@gloucestershire.gov.uk">steve.read@gloucestershire.gov.uk</a>);</p>
<p><b>Main Consultees</b></p>	<p>Members of the Joint Waste Committee, Strategic Management Group</p>
<p><b>Purpose of Report</b></p>	<p>To confirm the process for funding and recruiting a new Head of Service Post prior to the end of the existing secondment arrangements</p>
<p><b>Recommendations</b></p>	<p><b><i>It is recommended that the Committee:</i></b></p> <p style="padding-left: 40px;">Approve the process to fund and recruit a Head of Service to be in place no later than 1<sup>st</sup> September 2017</p>
<p><b>Resource Implications</b></p>	<p>The estimated cost to partners is outlined in appendix 1. It is proposed that the post be funded initially from the balance of the shared pot and then from 30<sup>th</sup> September 2017 by the new funding formula. Partners should budget for half the amount shown in 2017/18 and the full amount from 2018/19.</p>

## 1. Background

- 1.1. The current Head of Service has been in place under a part time (0.4 FTE) secondment arrangement with Somerset Waste Partnership since April 2013.
- 1.2. In finalising the Business Plan today, Members will have confirmed their long term goal to align and integrate waste and recycling services across the whole county, incrementally as fast as possible, reaching the goal before the end of 2024. (Paragraph 1.4 of the Business Plan).
- 1.3. The advice of the current seconded Head of Service, supported the Strategic Management Group, is that a full time Head of Service is required going

forward to lead and manage the partnership and to deliver the long term goal. The current Head of Service has indicated that he would like to be able to hand over the Team no later than the end of September 2017.

- 1.4. It should be noted that if the appointment of a full time Head of Service is approved, it will not be intended to replace a senior manager who has recently left the Joint Waste Team with a post at the same level. GCC have agreed to contribute the resultant saving to them as an extra contribution to funding of the Head of Service Post.

## **2. Next Steps**

- 2.1. A Job profile has been created and evaluated and, if the recommendations are approved by the Committee, a recruitment process will commence in March. A copy of the Job Profile can be made available to members of the Committee on request.
- 2.2. It is not usual for members to be formally involved in the recruitment process of a post at this level but the process will allow the Chair and Vice Chair to meet candidates informally.
- 2.3. It is proposed that the recruitment process is funded from the balance of the partnership's shared pot as sufficient resources will be available after the current Head of Service is replaced mid way through the financial year. The post will mainly be advertised via appropriate waste industry and public sector websites and the cost of the cost of recruitment is not expected exceed £6,000.
- 2.4. If either Gloucester City and/or Stroud join the partnership the cost will be further shared, reducing the contribution by all partners accordingly.

## **3. Background Papers**

- 3.1. None

## **Appendix 1**

### **Proposed level of funding for the Head of Service**

The post has been evaluated at GCC grade RB5 with a salary band £61,921 – 67,924.

Taking the mid point and adding on costs the annual cost is approximately £85,000pa

At this level, based on a model proposed by SMG (below), the annual on-costed contributions from partners would be:

County Council £43,000pa  
4 District Councils £10,500pa

In the event that Gloucester City and Stroud joined the Partnership, the ongoing contributions would be:

County Council £36,000pa  
6 District Councils £8,167 pa

The above level would initially be lower for the current five members and higher for the new joiners due to a proposed New Joiners Premium (NJP). The amount and duration of NJP would be determined in negotiation with the new joiner.

The NJP is to reflect the contribution of the current members in setting up and developing the partnership.

**Head of Service  
Cost Calculation Model**

<b>ESTIMATED Full Time HoS cost/yr inc on-costs</b>	<b>£85,000</b>	
<b>GCC Saving Contribution</b>	<b>£15,000</b>	
<b>Amended base</b>	<b>£70,000</b>	
<b>New Joiner's Premium (NJP)</b>	<b>£10,000</b>	(indicative only*)

<b>60/40% Share DCs:GCC (No new joiners)</b>	<b>GCC</b>	<b>4 existing DCs</b>
	<b>£43,000</b>	<b>£10,500</b>

<b>FT HoS Cost less 1 NJP deduction</b>	<b>£60,000</b>
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<b>65/35 % Share DCs:GCC (after NJP deduction)</b>	<b>GCC</b>	<b>4 existing DCs</b>	<b>1 joiner</b>
	<b>£36,000</b>	<b>£7,800</b>	<b>£17,800</b>

<b>FT HoS Cost less 2 NJP deductions</b>	<b>£50,000</b>
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<b>70/30 % Share DCs:GCC (after NJP deduction)</b>	<b>GCC</b>	<b>4 existing DCs</b>	<b>2 joiners (each)</b>
	<b>£30,000</b>	<b>£5,833</b>	<b>£15,833</b>

<b>70/30% Share DCs:GCC Steady State after X years</b>	<b>GCC</b>	<b>6 DCs</b>
	<b>£36,000</b>	<b>£8,167</b>

\* This level of NJP for three years has been proposed in consultation with Gloucester City and Stroud and discussions are ongoing.