

**Staffing Policy Committee
9 May 2023**

Chief Officer posts guidance

Purpose

1. The purpose of the report is to provide Staffing Policy Committee with a brief summary of the work which has been undertaken to ensure alignment between the Council's constitution, council policies and role descriptions in relation to "Chief Officer" posts.

Background and main considerations

2. A review of the council's constitution is currently being conducted, coordinated by the council's Democratic Services team.
3. As part of this work it was identified that a review of the wording within the Constitution, council policies and role descriptions needed to be undertaken to ensure alignment of the use of the term "chief officer".
4. As part of this work a revised guidance document confirming the posts designated as chief officer posts at Wiltshire Council has been created (attached as Appendix 1) and the Constitution, council policies and job descriptions will all refer to and align to this list.

Main changes

5. The Constitution Focus Group have reviewed and confirmed minor wording changes to Part 3 and Part 14 on the Council's Constitution to ensure that the descriptions of chief officer posts are consistent across all documents and make reference to the guidance document. These changes will be confirmed at full council on 16 May 2023.
6. In February 2023 the council's "Assistant Director" posts were renamed as "Director" to provide greater clarity about the level and responsibility that they have within the organisation and at the same time the role descriptions for these posts were updated to reflect that, going forward, these posts will fall under the council's "Chief Officer" policies and processes (e.g. Member appointment).

7. Where there are specific council policies for Chief Officers these will be updated to link to the guidance document. The policies this applies to are:
 - Appointment policy for chief officers
 - Redundancy policy and procedure for chief and senior officers
8. Other council policies refer to the fact that, where they are applied to Chief Officers, they must be read in conjunction with the Constitution and terms and conditions of employment. These policies will also be updated to link to the guidance document. These policies include:
 - Disciplinary policy
 - Grievance policy
 - Improving work performance policy

Environmental impact of the proposal

9. None identified.

Equalities impact of the proposal

10. None identified.

Risk Assessment

11. Not required.

Financial Advice

12. Not applicable.

Legal Advice

13. The guidance document has been reviewed and approved by Perry Holmes, Director – Legal and Governance.

Recommendations

14. It is recommended that SPC note the new guidance document and confirm that policies should be updated to align and refer to this where appropriate.

Tamsin Kielb
Director HR&OD

Report Author: Paula Marsh, Senior Strategic HR Business Partner

Appendices

- Appendix 1 – Wiltshire Council - Chief Officer posts guidance