

Market Forces Supplement Submission Form

Department	Town Clerks
Post Title	Strategic Security Director and Counter Terrorism Advisor
Number of posts affected	1
Is this a post new to the structure and pre-recruitment, an existing post(s) that is occupied or an existing post that is vacant? <i>(Please attach the Structure Chart)</i>	This is a new post to the structure which is currently vacant
Has the advent of this post directly affected any other post in the Organisation? If so how?	No
History – If an existing post, has this post had an MFS applied previously or does it have an MFS currently in place, if so, for how much? <i>(Please attach the business case or MFS that was agreed)</i>	N/A
Proposed MFS amount	Up to £25,360 (or a total salary of up to £95k)
Date of submission	22nd May 2017

Establishment Committee have agreed that a Market Forces Supplement can only be awarded where;

- There is independently verified market data, using valid comparators.
- The submission includes what has been done to make the job and the department more attractive to candidates or to retain existing staff.

- The submission includes what terms and conditions have been considered to widen the field of candidates including increasing diversity

Please summarise the comparative market data used;

(Note that the comparison should usually be to the median of the data sample).

The comparative market data used for this post is a level 1 Head of Operations in public administration, reporting to a level 0 Assistant Town Clerk (Chief Officers, or their equivalents, are usually considered level 0 rather than the Town Clerk). As the post will not initially manage a team of staff, it evaluates at a grade H, in a range of £60,870 to £69,640. However, it is intended that at a later date it may take responsibility for the Resilience Team and in that case it has been confirmed that the grade would achieve a grade I. In that instance it is intended that the MFS would reduce in order to pay a salary of up to £95k. This management responsibility is not felt appropriate currently due to the need for the post-holder to focus entirely on security and counter-terrorism initially.

The median data for the Head of Operations comparative post at £79,577 is significantly lower than the £95k being requested but the upper quartile is in line with this amount at £96,288. It is felt that the City needs to attract skills that are higher than the average found in public administration due to the City's proximity, risk in relation to security and counter-terrorism and its unique diversity with a special role and wide remit that spans the private, public and voluntary sectors, both locally and nationally. If the successful candidate were appointed to the top of the proposed grade H role a market forces supplement of up to £25,360 would be necessary to pay a salary up to £95,000. As only up to £15,000 can be approved for a grade G or H role, if recommended by the MFS board, it would also need Establishment Committee approval. Establishment Committee next meet on the 19th June and the deadline for papers is 1st June.

The successful post-holder would need a clear and strong understanding of national and international security issues, proven interpretation of threat and proportionate threat risk mitigation in a large and complex high-profile public environment. A high level of political astuteness and awareness in order to advise a diverse range of senior stakeholders on the strategic management of security, counter-terrorism and risk-management issues as they might affect a complex high-profile public organisation is also required as is significant experience at a senior level of the operational management of strategic threat and risk in a large and complex high-profile public environment. It is felt that the median salary would not be sufficient to attract such knowledge and experience.

Looking at benefits in the comparative data only 1/3rd are in defined benefits schemes so the City's pension could be an attraction. A typical level of bonus is between £8k and £14k. A contribution payment at the City of London would only be based on the base pay of the grade (which would equate to £1,921 @ 3% and £3,842 @ 6%) and significantly lower than the typical levels paid in the comparator roles. In addition, as is usual typically 70% receive free private healthcare which is not a benefit offered by the City of London. Half receive a

company car or company car allowance which the City does not provide and is worth an average value of £520 (£6,240 per annum).

Please summarise here what has been done to make the job more attractive to attract or retain candidates, ie. the content of the job, flexibility in hours worked or the inclusion of special projects.

The City has a flexible working policy where flexibility in hours may be requested and agreed. This is a new role and there is a significant amount of autonomy, thus providing the ability for the successful candidate to 'shape' the role to the growing needs of the organisation

Please list here what are the diversity issues for this area of work and what is being done to address these, i.e. bringing in a more diverse group of trainees or creating more flexibility in the job.

The Town Clerk employs a diverse group of people and is well represented across the department. The recruitment process the City undertakes provides that all are given the opportunity to be considered and the ability for some flexibility to be considered may also attract a more diverse range of applicants.

Chief Officer Confirmation

Please sign below to confirm that the MFS is affordable within current budgets and that any foreseeable potential equal pay issues have been addressed.

Name	Position	Date	Signature
John Barradell	Town Clerk	25/5/17	

Authorisations

£10,000 for Grade A – F, £15,000 for Grades G and H, and £20,000 for Grades J and I, can be authorised by the MFS Board. Above these amounts requires both the authorisation of the MFS Board and Establishment Committee

(Delete / complete as applicable)

Post Title: Strategic Security Director and Counter Terrorism Advisor

Department of Post: Town Clerks

An MFS has been agreed for the above post of £ .

An MFS has not been agreed.

A recommendation has been / will be being made to Establishment Committee for an MFS of the requested amount of £25,360

Date of MFS Board meeting: agreement via email

Chrissie Morgan, Director of HR
on behalf of the MFS Board

Signature:

Date: