

 <b>Employment Committee 10th March / Executive 18<sup>th</sup> March</b>		<b>Agenda Item No.</b>
<b>Title</b>	Restructure of staffing in Culture and Neighbourhood Services	
<b>For further information about this report please contact</b>	Rose Winship / Ian Coker	
<b>Service Area</b>	Culture / Neighbourhood Services	
<b>Wards of the District directly affected</b>		
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>		
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	Yes/No
<b>Contrary to the budgetary framework:</b>	Yes/No
<b>Key Decision?</b>	Yes/No
<b>Included within the Forward Plan? (if yes include reference number)</b>	Yes/No

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director	24 <sup>th</sup> Feb	Mary Hawkins
Chief Executive		Chris Elliott
CMT	26 <sup>th</sup> Feb	
Section 151 Officer		
Legal	25 <sup>th</sup> Feb	Peter Oliver
Finance	25 <sup>th</sup> Feb	Mike Snow
Portfolio Holder(s)	24 <sup>th</sup> Feb	Michael Kinson
<b>Consultation Undertaken</b>		
Please insert details of any consultation undertaken with regard to this report.		
<b>Final Decision?</b>		Yes/No
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **SUMMARY**

- 1.1 The report highlights changes to the staffing structures in Culture and Neighbourhood Services as a result of Building on Excellence and the outcomes of the review by the HAY Panel of the revised job descriptions for the members of staff now operating in these service areas.

## 2. **RECOMMENDATION**

- 2.1 To implement the recommendations of the HAY Panel set out in Appendix 3 regarding the grading of these posts.
- 2.2 To agree to fund the changes in grades for all the staff concerned in Culture and Neighbourhood Services. This will be part funded by the removal of the Parks Strategy Officer (0.5fte) £15,200 within the existing establishment and £6,400 from the Grounds Maintenance contracts inflation provision.
- 2.3 To undertake a further review of the structure in Neighbourhood Services following the bringing together of the staff who operate within the Waste and Green Teams.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 As part of Building on Excellence a revised staffing structure was introduced within the newly formed Culture and Neighbourhood Services.
- 3.2 Some adjustments to that structure and to the job descriptions of staff working in those teams were necessary. In most cases following those adjustments the grades have remained at the grade on the establishment list. In some cases the grades have been increased as a result of additional responsibility for the post holder.
- 3.3 Currently there is a half post shown on the establishment list within Cultural Services that has not been filled. It is recommended that by deleting this post from the establishment £15,172 can be used to part fund the additional cost associated with the changes identified in Appendix 3.
- 3.4 The following changes to the establishment are required as a result of the HAY Panel review. Two staff on grade F move to grade E1, one member of staff on grade E1 is moved to grade E2 and the introduction of a team leader in both teams could lead to the two further E2 appointments from E1.
- 3.4 One element of the revised structure is the creation of a “team leader” to undertake day to day management responsibility. The plan to appoint a team leader for the Community Recreation Team will go ahead.
- 3.5 Given the reduction in the number of staff in the Green Team from four to three and the linking of those staff with the 16 staff within the Waste Team it has been decided to appoint a Green Team leader on an initial six months appointment.
- 3.6 This will allow a review of the joint waste / grounds maintenance operations to be undertaken where there is currently a Senior Contract Manager post vacant. Any revisions to the structure which are identified will then be made later in year once we have established the most effective way of operating these two contracts more closely.

#### **4. ALTERNATIVE OPTION CONSIDERED**

- 4.1 A number of alternative structures for the two services were considered. Following detailed discussions with staff and the full involvement of unions the structure detailed in Appendix 1 and 2 of the report has been agreed.

#### **5. BUDGETARY FRAMEWORK**

- 5.1 The additional cost of implementing the changes in the structure and the JD's considered by the HAY Panel is £21,525.
- 5.2 It is recommended that these changes to the grades should be funded by the removal of the Parks Strategy Officer (0.5fte) which provides a saving of £15,352 supplemented by a further £6,363 from the Grounds Maintenance contract budget inflation provision which is greater than the inflation needed under the contract conditions.

#### **6. POLICY FRAMEWORK**

- 6.1 The changes to the staffing structures and JD's are as a direct result of Building on Excellence and the creation of Cultural and Neighborhood Services.

#### **7. BACKGROUND**

- 7.1 The revised staffing structures in Culture (Community Recreation Team) and Neighbourhood Services (Green Team) are set out in Appendix 1 & 2.
- 7.2 The number of staff within the Green Team has been reduced from four to three. This reflects the reduction in the work required to monitor the Highway Grass cutting.
- 7.3 The number of staff within the Community Recreation Team has increased by one to reflect the additional strategic work which is now being carried out as a result of the loss of the Parks Strategy Manager post.
- 7.4 Revised job descriptions / job titles which reflect the new staffing structures have been drawn up and have been agreed by the staff concerned and the unions. These revised job descriptions were considered by the HAY Panel in early February and some grades have changed. This is reflected in Appendix 3.