



Report to: Joint Consultative and Safety Committee

Subject: Management Re-structure

Date: 7 November 2011

Author: Chief Executive

1. **PURPOSE OF THE REPORT**

This report provides an update on the management re-structure and seeks the views of the Committee on the latest proposals.

2. **BACKGROUND**

At the last meeting of the Committee on 11 August 2011, members were advised of the feedback that had been received from staff and unions on the proposed changes to the Council's management arrangements.

These changes included the establishment of four new posts of Corporate Director, in place of 6 Heads of Service and the integration of a number of service areas that are currently separate.

Since that meeting, internal recruitment has taken place for the posts of Corporate Director and two posts have been filled. An external recruitment exercise is underway to fill the remaining posts and interviews are scheduled for 28 and 29 November 2011.

Revised proposals beneath the tier of Corporate Director were circulated to staff and unions on 10 and 11 October 2011 respectively. A copy of the relevant correspondence, current structure, first draft, and latest revised structure are attached to this report. The deadline for feedback is 4 November 2011 and any that is received will be reported to the Committee for consideration.

3. **RECOMMENDATIONS**

The Joint Consultative and Safety Committee is recommended to receive and consider feedback from staff and unions on the latest management re-structure proposals and to make recommendations to the Appointments and Conditions of Service Committee.

Chief Executive

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Our Ref: JR/SR

Please ask for: John Robinson

10 October 2011

Dear

CONSULTATION ON REVISED DRAFT MANAGEMENT STRUCTURE

Further to the earlier round of consultation, please find enclosed revised proposals for re-organising our management arrangements beneath the new tier of Corporate Directors.

In view of the fact that your current post is proposed to be removed from the establishment, I need to inform you of the potential risk of redundancy. The following posts are proposed to be added to the establishment and, if the revised proposals are agreed, you will have the opportunity to compete to secure one of these in accordance with the protocol circulated previously and that has been agreed with unions and elected members.

Service Manager, Elections and Members' Services
Service Manager, Public Protection
Service Manager, Sustainability and Asset Management
Service Manager, Customer Services and Information Technology
Service Manager, Community Engagement
Service Manager, Housing
Service Manager, Planning and Economic Development
Food, Health and Safety Manager
Community Safety, Partnerships and Performance Manager
Development Management and Building Control Manager

The job description and person specification for the post of Service Manager has already been circulated (job specific/technical aspects of the role will be added by Corporate Directors at a later point) and grades for each of the posts above are shown with the revised structure that is enclosed.

In recognition of the role expected of Service Managers in the Corporate Management of the Council, a 5% plussage is proposed to be applied to all Service Manager posts. Grades for new posts have been evaluated in accordance with our job evaluation process.

Grades for current Section Head posts, that are proposed to report to new Service Manager posts, will be reviewed when they are vacated.

The pay protection arrangements that will apply to the re-structure and for the future has been agreed as follows with the unions:-

Year One 100%
Year Two 75%
Year Three 50%
Year Four 50%

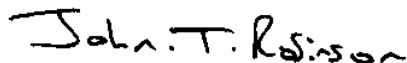
A decision in respect of those staff currently in personal pay protection situations has still to be determined.

I hope that all the above is clear. Come back to me if you are unsure about anything.

If you have any comments or suggestions on the proposals, please let me know by 4 November 2011. Feedback received will be considered by the JCSC prior to a final decision being made by the Appointments and Conditions of Service Committee.

Many thanks

Yours sincerely



John Robinson
Chief Executive

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Dear

CONSULTATION ON REVISED DRAFT MANAGEMENT STRUCTURE

Further to the earlier round of consultation, please find enclosed revised proposals for re-organising our management arrangements beneath the new tier of Corporate Directors.

Your current post is to be re-designated as a Service Manager and the proposed job description and person specification have been circulated previously. (Job specific/technical aspects of each role will be added by Corporate Directors at a later point). As no substantial changes are proposed to be made to your existing post, the restructure does not place you at risk of redundancy, however, please be aware that further changes could be made to the structure before it is finally agreed by elected members.

In recognition of the role expected of all Service Managers in the Corporate Management of the Council, a 5% plussage is proposed to be applied to all Service Manager posts. Grades for new Service Managers have been evaluated in accordance with our job evaluation process.

The grades for current Section Head posts, that are proposed to report to new Service Manager posts, will be reviewed when they are vacated.

The Pay Protection arrangement that will apply to the re-structure and for the future has been agreed as follows with the unions:-

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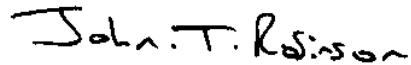
Year Four 50%

A decision in respect of those staff currently in personal pay protection situations has still to be determined.

I hope the above is clear, come back to me if you are unsure about anything.

If you have any comments or suggestions on the re-structuring proposals, please let me know by 4 November 2011. Feedback received will be considered by the JCSC prior to a final decision being made by the Appointments and Conditions of Service Committee

Many thanks

A handwritten signature in black ink that reads "John T. Robinson". The signature is written in a cursive, slightly slanted style.

John Robinson
Chief Executive