

Decision under Delegated Powers

Officer Requesting Decision

Head of Cleansing & Open Spaces

Officer Making the Decision

Chief Executive

Recommendation

That the restructure as outlined in the report is agreed and implemented with effect from 1st March 2015 within cost centre N800. In particular:-

1. That the posts of Senior Technical Support Officer, M020 (Scale SO1) and Business & Finance Manager, P603 (Scale PO4) are deleted;
2. The post of Programme Manager (Scale PO2) be created and recruited to at the earliest opportunity and reports to the Head of Cleansing & Open Spaces (M192)
3. That the hours of Project Manager post M174 (Scale PO1) be increased from 37 to 74 and reports to the new Programme Manager post.
4. That the existing postholder of Senior Technical Support Officer be ring-fenced for the post of Project Manager (Scale PO1)
5. That the post of Performance & Monitoring Officer, P662 (Scale 5) be regraded to Scale 6 as part of the review and reports to the new Programme Manager post.

Reason

To make the services more responsive to future changing needs and ensure the effective and efficient management of contracts and finances in the Cleansing & Open Spaces team. The review will also provide the appropriate support for the development and implementation of projects to deliver the Department's objectives and team plans.

Authority for Decision

Under Section 8 of the current Council Constitution the Head of Paid Service (Chief Executive) has delegated authority 'to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution).

Decision and Date

APPROVED



2nd April 2015

Background

The Cleansing & Open Spaces Department within the Neighbourhoods and Community Well Being Directorate manages significant front line services, resources and influential contracts that serve the communities of Charnwood. Following the outsourcing of Green Spaces and Engineering to Quadron in 2014, a decision by Cabinet recommended that the Business Support team within Cleansing & Open Spaces be reviewed later in the year when the new contract and Departmental structure had been operational for some months.

After this initial period between April 2014 and January 2015 the Head of Cleansing conducted a review of Business Support and proposed a restructure that directly affects two posts, whilst indirectly affecting all four posts in the Business Support Team. A report was distributed to all Cleansing & Open Spaces staff and the management team within the Neighbourhoods and Community Well Being Directorate.

The proposal recognises the workload within the Department and the need for a support infrastructure to help deliver the many projects that need to be delivered as part of the Business and Team Plans. Primarily the new structure recognises the change in focus of the managerial post within the Business Support Group together with the emphasis on project management for the Group as a whole.

The structure therefore proposes a deletion of the Senior Technical Support Officer, a post that is not considered appropriate for the future of the service, whilst creating a duplicate of the Project Manager post which is much more focused on the project nature of the work being undertaken. In addition, the proposal recommends the deletion of the Business Support and Finance Manager with the creation of a Programme Manager post to reflect the change in nature and focus of the work being undertaken by the Group.

Comments were received from three members of the Cleansing & Open Spaces Department, one outlining an alternative option for managing the Business Support Team whilst another supporting the proposal for the new structure as proposed. The third comment requested the post of Performance & Monitoring Officer (P662) be considered for a regrading as the work being undertaken and expected did not reflect that outlined in the job description.

The alternative option challenged the need for filling the post of Programme Manager, instead managing this within the Policy & Fleet Group. This was discussed directly with the staff member that proposed this option and concluded that the work levels and commitments going forward were unlikely to be met unless this Programme Manager was filled. The consultation proposal structure is therefore recommended to be implemented unaltered.

The third comment requesting the consideration of regrading the post of Performance & Monitoring Officer, P662, was discussed in detail with the postholder and HR. It was decided on balance to refer the job description and person specification, together with supporting evidence, to an evaluation panel. The panel concluded that the post should be regraded Scale 6 in line with the duties and responsibilities expected of the postholder. This recommendation will therefore be taken into account within the proposal.

HR Comments

HR Adviser: Anna Cairns (4/3/15)

This review has been through the correct Organisational Change process and all posts have been evaluated via a JE Panel.

Financial Implications

The proposal deletes two posts and creates two posts within the Business Support Group in Cleansing & Open Spaces. These include:-

- o Deletion of post P603, Business Support & Finance Group Manager
- o Deletion of post M020, Senior Technical Support Officer
- o Creation of Programme Manager, to head the group
- o Creation of a second Project Manager post, identical to the existing Project Manager post, M174

The regrading of the post of Performance & Monitoring Officer, P662 from Scale 5 to Scale 6 will also be taken into account following the request made during the consultation.

The following table reflects the 2015/16 financial implications:-

Post Title	Post No.	Grade	Saving (-) / Cost (+)
Business Support & Finance Group Manager	P603	PO4	- 57,600
Senior Technical Support Officer	M020	SO1	-35,900
Programme Manager	TBD	PO2	48,800
Project Manager	M174	PO1	43,600
Performance & Monitoring Officer	P662	Sc6	3,000
TOTAL			1,900

Due to the circumstances the Head of Finance & Property Services has agreed to waiver the relevant financial procedure rules in this instance to allow the virement of the £1900 staffing budget shortfall from N800 C0501.

In implementing the review from 1st March the financial implications in 2014/15 can be met from savings in the underspend of the vacant post of Business Support and Finance Manager P603.

Key Decision: No

Background Papers:

1. Cabinet, 13th March 2014 - Cleansing & Open Spaces Service Restructure
2. Consultation Report, January 2015 – Review of Cleansing & Open Spaces Business Support Group

