

CORPORATE COMMITTEE

9 JULY 2018

REPORT OF THE DIRECTOR FOR CORPORATE SERVICES

ANNUAL STAFF REVIEW

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to brief members on the current staffing structure as at 1 April 2018 and provide information on changes to the structure since April 2017.

2.0 RECOMMENDATIONS

- 2.1 **It is recommended that the report be noted.**

3.0 KEY ISSUES

- 3.1 The Council operates under an approved establishment of staffing levels. Changes to the establishment can be made under delegation through the Chief Executive in consultation with the Senior Management Team or as a result of project or restructures approved through the relevant committee.

- 3.2 The following reviews have taken place in 2017/18 financial year:

April 2017 – **Property review** joining together the Housing Asset and General Fund Property Team. This resulted in the deletion of 2 third tier manager roles and the creation of one new Housing and Commercial Asset Manager as well as the review of the structures below.

July 2017 - **Senior Management review** was implemented which resulted in the deletion of the Strategic Director roles, Head of Communications, the Head of Central Services and Executive Support Officer and the creation of 2 new Director posts.

November 2017 – **Pest Control and Environmental Services** included the reduction of 0.2 Pest Control Officer and the deletion of Team Leader Environmental Maintenance.

December 2017 – **Senior Management realignment** which altered the roles of the 2 existing Directors and introduced 2 new Directors linked to bringing back in house the Legal Service. The Head of Communities and Neighbourhoods was deleted and the Head of Strategic Planning and Regeneration reassigned to Assistant Director.

December 2017 – Creation of a **new Place and Regeneration Manager** which replaces the Corporate Policy Manager

January 2018 - Creation of 2 **Neighbourhood Support Officers**

January 2018 – **Increase in Planning fees** resulted in an additional 1 Administrative Support, 0.5 Technician, 1 Senior Planning Officer with the deletion of 0.4 Applications and Advice Manager.

- 3.3 The Chief Executive in consultation with Senior Management Team, has delegated authority through the constitution to approve minor additions to the approved staff establishment subject to there being adequate budgetary provision OR in each case the gross cost does not exceed £5,000 per annum when implemented and the total cost in any financial year does not exceed the sum of £20,000.

Through this delegation the following changes to the establishment have been made :

October 2017- increase Community Safety Officer by 0.5 and delete 0.5 of Physical Activity Development Officer.

January 2018 - delete 1 Environmental Health Officer and create 1 Senior Environmental Health Officer.

February 2018 - delete 0.4 Economic Development Officer, 1 Town Centre Manager, 0.2 Tourism, and create 1 Economic Regeneration Officer (projects) 1 Economic Regeneration Officer (Town Centre & Tourism). Increase Leisure and Culture Client Officer by 0.4.

- 3.4 The latest organisational charts are attached as Appendix A to the report.

4.0 **POLICY AND CORPORATE IMPLICATIONS**

- 4.1 There are no policy or corporate implications as a result of this report. All structures have been implemented in line with existing procedures.

5.0 **FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 There are no particular implications arising from this report. Any expenditure as a result of increases to the approved establishment will have been approved on an individual basis by the relevant Committee. In the case of those changes approved under delegation the individual limit of £5,000 was adhered to and the overall limit of £20,000 as set out above was not breached.

- 6.0 There are no legal implications as a result of this report

7.0 **COMMUNITY SAFETY**

- 7.1 There are no community safety implications as a result of this report

8.0 **EQUALITIES**

- 8.1 There are no implications arising from this report

9.0 RISKS

9.1 There are no specific risks associated with this report.

10.0 CLIMATE CHANGE

10.1 There are no implications arising from this report

11.0 CONSULTATION

11.1 All amendments of the approved establishment are undertaken in consultation with the unions. Reviews of existing structures are reported through Joint Staff Working Group.

12.0 WARDS AFFECTED

12.1 All

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Date: 25/06/2018

Appendices : Organisational structure charts

Background Papers: Change of establishment forms

Reference : X: C'tees, Council & Sub-C'tees/Corporate/2018-19/9-07-18/DG-Annual staff review 201718