

17 May 2018
Agenda Item: 11

REPORT OF SERVICE DIRECTOR, PLACE & COMMUNITIES

CATERING, FACILITIES AND COUNTY SUPPLIES – MANAGEMENT RESTRUCTURE

Purpose of the Report

1. To inform members of the outcome of the formal staff consultation;
2. To confirm the final proposed management structure for the Group;
3. To gain approval to commence the enabling process and implement the new structure.

Information

4. On 7 December 2017, Place and Communities Committee gave approval for formal consultation to begin with staff and recognised trade unions. This consultation sought to develop and finalise a new management structure for the Catering, Facilities and County Supplies Group.
5. Since gaining Committee approval in December a robust and meaningful consultation has taken place with staff which has resulted in minor adjustments to the structure where appropriate.
6. As highlighted in the initial report the core drivers for change centre on the need for financial savings, but also the need for a more customer focused workforce.
7. The new structure will allow the Group to make significant financial savings without disrupting the quality of the service provided to customers. Changes to reporting lines will enable greater consistency and visibility on staff training as well as legislative/ health and safety compliance. New job descriptions will also facilitate the delivery of a more customer focussed service.
8. The proposed changes are as follows:

| Deletions (FTE) | | Establishments (FTE) | |
|------------------------|--------------|--|--------------|
| Team Manager NPO | -1 | Team Leader Facilities and Hospitality | +1 |
| Team Manager CFM (WB) | -1 | Senior Account Manager | +3.4 |
| District Manager | -4.4 | Account Manager | +19.5 |
| Senior Area Manager | -3 | Development Chef | +1 |
| Area Manager | -22 | Food Development Officer | +1 |
| Total | -31.4 | Total | +25.9 |

9. The net change therefore is the reduction of 5.5 FTE.
10. Making some assumptions about evaluated grades, the annual saving is estimated to be £228,112.80 per annum. Note that this dependent on outcomes from Job Evaluation.
11. Subject to approval the enabling process is anticipated to be completed by 22nd June. This will enable the new structure to go live and be operational ahead of the 2018/19 academic year.

Other Options Considered

12. Combining the Catering and Facilities Teams was considered after being raised during the consultation. Ultimately, however, it was felt that this change would cause the loss of significant expertise held by staff in the Group.

Reason/s for Recommendation/s

13. The Group needs to make significant financial savings in order to improve its trading position;
14. Combining functions into the Support Services Team will provide greater consistency, enabling more effective working and greater assurance on training/ skills/ health and safety;

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

16. It is estimated that this restructure will reduce annual staffing costs in for Catering and Facilities Management by £229,113.80 per annum.

Human Resources Implications

17. HR colleagues have supported the restructure and consultation process and will do so going forwards. HR support will be vital in ensuring the Council's enabling processes are adhered to and in supporting staff in their new roles.

RECOMMENDATION/S

- 1) The Committee notes the final proposal created in collaboration with staff as part of the formal consultation.
- 2) The Committee approves the new structure for implementation, allowing managers to commence the enabling process in collaboration with HR.

Derek Higton
Service Director, Place & Communities

For any enquiries about this report please contact: John Hughes, Group Manager – Catering, Facilities and County Supplies, Tel: 0115 9773402

Constitutional Comments [KK 03/05/2018]

18. The proposals in this report are within the remit of the Communities and Place Committee.

Financial Comments [SES 01/05/2018]

19. The financial implications are set out in the report.

HR Comments [JP 03/05/2018]

20. Full consultation has taken place with staff and the recognised trade unions in respect of the restructure proposals. The County Council's agreed enabling process will be applied in making appointments to the posts in the revised structure. Where applicable staff will be supported through the redeployment process

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Appendix 1 – Current Structures
- Appendix 2 – Proposed Structures
- Agenda Item 7 – Communities and Place Committee 7 December 2017

Electoral Division(s) and Member(s) Affected

- All