



REPORT OF THE CORPORATE DIRECTOR, PLACE

HIGHWAYS AND TRANSPORT STAFFING STRUCTURE 2018

Purpose of the Report

1. To seek approval to update the staffing structures of five of the six teams within the Highways and Transport Group.

Information

2. From October 2017 the new Place Department service structure has been in place and following the publication of the Place Department Strategy, it is timely to review the structure inside the Highways and Transport Group. A number of changes are proposed and these are designed to respond to changes in demand and ensure that the Group is able to deliver the ambitions of the County Council and to build on the good work and reputation of the Group. The structural changes are set out in graphical form in the Appendix to this report.

Countryside Access

3. The main change proposed within the Countryside Access Team is the establishment of a Temporary Officer to carry out 'paid for' diversions, creations and extinguishments. There is a demand for these type of Orders and a temporary post to carry out these powers on a largely self-financing basis will allow team members to focus on other activities and duties.
4. It is proposed to remove the post of Senior Group Support Officer, with this functionality being split across the rest of the team. This is also part of the wider business support review that the Place Department is currently undergoing.

Central Processing Unit (CPU) and Enforcement

5. It is proposed to reduce the number of Section Leaders from the existing 4.5 FTE to 3.5 FTE. It is proposed that the staff will predominantly work within 3 work areas (Admin, Pre-Notification to Owner (NTO) and Post NTO) with a part-time team leader managing the camera car and parking tribunal work.

Contract Management

6. It is proposed to improve the capacity in the Team by creating the post of Principal Officer Highway Management. This post will deal with the increasing number of highway management issues that fall to the client to respond to. Additionally, a number of special project activities have placed demands on the team and it is proposed to create a Capital and Special Projects Officer.

7. It is proposed to reduce the Contracts Officer post to 0.6 FTE. This reflects the reduced need for monitoring with VIA's improved performance in this area.
8. It is proposed to remove the Principal Contract Management Officer, with these duties being picked up by the remainder of the team members. The proposals improve the overall capacity of the team and reflect the learning over the last two years of contract management of the VIA contract.

Transport & Travel Services

9. In February 2017 our external auditors (Griffiths & Armour) carried out a health & safety risk assessment of the Fleet service, looking at processes and prevention measures to reduce accident risk. One outcome of the review was the creation of the Nott's Vehicle Risk Management Group. This aims to reduce the accident risk across the Authority using best practice from some areas and the development of new policies/guidelines or strategies to address gaps in the safety processes. As a result it has become apparent that the significant area of advice on transport legislation and safe operation is no longer covered by either Fleet Operations or VIA East Midlands.
10. It is proposed to address this issue by creating an Assistant Fleet Operations post and revising the role of the Fleet Operations Manager. This reflects the work required around occupational road risk for the whole of the Authority. The new post will be responsible for a range of training and development plans ensuring that the fleet operates to a high level and meets all Health & Safety requirements. Through the use of accident information and statistics now available from our Insurance Team areas of particular concern can be identified and either new or refresher training planned to reduce risk in the future.
11. The proposed new structure will also allow the Fleet Manager to pursue further new income streams, both internally and externally, and to develop a new driver recruitment and training package which will encourage younger people to apply for driver jobs and receive the necessary driving training from our own qualified staff.
12. For Independent Travel Training it is proposed to make changes to the ITT Assistant job description to reflect the successful developmental aspects of the role.
13. As part of the proposed structure changes in the Development & Partnerships Team two new areas of work transferring from Children's Services will now be located in the Solutions Team. The County Council is now actively promoting greater independence for families and has developed a new Direct Transport Assistance Payment (DTAP) which is offered to parents who are eligible to receive free special education needs transport for their children and where the cost would represent best value to the Authority. It is proposed that the assessment and calculation of the DTAP will be included in the Solutions Assistant job description. The Assistants will also take the lead role in assessing and converting ad-hoc service bookings which become more regular into formal contract arrangements, helping to reduce transport costs for client departments.
14. In addition the process for establishing relevant and safe transport care plans is no longer being undertaken by schools and there is now a requirement for TTS to take the lead in ensuring that children with a high level of medical dependency have the correct care plan in place before transport is commissioned. This will involve contact with schools, community health professionals and consultants as well as liaison with parents and carers and will be included in the revised Transport Solutions Assistant job description.

15. It is proposed that there will be a new Development and Funding Officer to reflect the importance of generating new income to support housing and business growth through the planning process (S106/CIL) and preparing bids to access other funding available from Govt., Midland Connect and local LEPS. They will also be involved in strategy development to inform how TTS functions develop over the coming years.
16. A recent review of the Council's Bus stations/Interchange highlighted that current staffing levels were not adequate to carry out the function efficiently with a large amount of the admin and day to day supervision of staff being undertaken by managers. It is therefore proposed that a new role of Interchange Supervisor is established to free up the Interchange Manager time to carry out the functions commensurate with their role which includes health and safety, business development, stakeholder engagement and income generation. The new Interchange Supervisor will carry out day to day supervision of on-site staff and Interchange assistants across the bus station estate, procurement, income reconciliation and audits.
17. It is proposed to create the post of Highways and Transport Apprentice on a 2 year contract managed and mentored by the Facilities and Partnership, and Commercial and Client Engagement Managers. The Apprentice will be a resource available to all teams across the Group.
18. It is proposed to disestablish 2 posts, the Policy and Engagement Manager and the Policy and Engagement Assistant. This will involve the transfer of some of Policy and Engagement Officer responsibilities to two other posts within the commercial and client engagement area (the two new Commercial and Client Engagement Officers). This will put all the school and college applications in one place to be processed to support the efficient delivery of the services and its ongoing development. The Commercial and Client engagement officers will therefore be responsible for all transport application, eligibility, appeals and complaint management. They will also continue to be responsible for the concession, scholars, ticketing management, staff travel schemes, payments and Transport ICT developments. Income Generation will move from the current Commercial and Development roles to the Development and Funding Officer.
19. The new Commercial supervisor will deliver a proportion of the increased application workload, carry out day to day supervision of the commercial assistants and advise on eligibility and finance queries. It is proposed to reduce the number of Commercial Assistants by one.
20. Within the Place strategy we are committed to review current local bus provision and propose alternatives to the current model, especially in respect of rural connectivity over the medium to long term. It is therefore proposed that a new role of Transport Review Project Officer is established to review current provision, identify opportunities for changes and propose alternatives. They will also model how future Income from planning contributions can be integrated into the commercial and Council contracted services. This will be a temporary post for two years.
21. It has also been identified that there is potential for the community transport sector to help fulfil the Council's transport ambitions as well as improve the sector's long term sustainability. Therefore a new Community Transport officer role will be established to fulfil this key role with the sector. This will be a temporary post for two years.
22. There are no changes proposed in the **Flood Risk Management Team**.

Consultation

23. Following a formal, four-week consultation period with staff from the group, and with the unions, a range of comments, suggestions and concerns were received. These have been

carefully considered and are reflected where appropriate in the final structure.

24. The current and proposed staffing arrangements for all five teams is shown in **Appendix 1**. It is envisaged that the new structure will come into effect on 1 November 2018.

25. All posts with changed responsibilities arising from the new structure will be subject to job evaluation.

Reason/s for Recommendation/s

26. To enable the Highways and Transport Group to fully deliver all aspects set out in the Place Departmental Strategy.

Statutory and Policy Implications

27. 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

28. The purpose of this restructure is to have more effectively working teams towards the Place Department Strategy within the Highways and Transport Group, rather than to make a budgetary saving. The restructure is cost neutral.

Human Resources Implications

29. The proposals have been subject to a four week formal consultation period and there is ongoing discussion with the affected staff and their union representatives about the proposed changes. 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.

RECOMMENDATION

- 1) That approval is given to reorganise the staffing structure of the effect teams within the Highways & Transport group, as set out in Paragraphs 2-29 and Appendix 1.

Adrian Smith
Corporate Director, Place

For any enquiries about this report please contact: Gary Wood, Group Manager Highways and Transport.

Constitutional Comments [SLB 15/08/2018]

30. The proposal in this report is within the remit of the Communities and Place Committee.

Financial Comments [DJK 13/08/2018]

31. The financial comments are contained in Paragraph 28 – it is anticipated that the restructure will not result in any additional staffing costs.

HR Comments [JP 14/08/2018]

32. The HR Implications are set out in paragraph 29 of the report.

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.

- None

Electoral Divisions and Members Affected

- All