

## **REPORT OF THE LEADER**

### **CHANGES TO DEMOCRATIC SERVICES STAFFING STRUCTURE**

#### **Purpose of the Report**

1. To approve a revised staffing structure for Democratic Services to reflect the necessary changes to implement the savings proposed in the outline business cases presented to Policy Committee on 13th November 2013.

#### **Information and Advice**

2. Members will be aware of the proposals and the reasons for it from the Policy Committee report of 13th November 2013.
3. A copy of the proposed new structure is attached to this report at Appendix 1. Staff and the Trades Unions have been consulted on the proposed structure in accordance with the employment procedures rules. The existing structure is attached in appendix 2. The new structure delivers the 4 post reduction envisaged by the outline business cases costings.
4. It should be noted that the part of the structure relating to business support staff is currently subject to ongoing consultation and a review of business support arrangements across Policy Planning and Corporate Services Department. The proposed structure shows a reduction of one post in business support but any further staffing proposals for this area will be brought back to a later Committee meeting for a decision.

#### **Other Options Considered**

5. The existing structure could have been retained less the deleted posts. However it is felt the proposed structure better meets the business need at no additional cost.

#### **Reason for Recommendation**

6. The proposed new structure will ensure that Democratic Services:
  - Will have greater resilience and flexibility by spreading managerial responsibility further across the team.
  - Can better respond to the needs of the new committee system, based on further experience of operating this new form of governance.

- Can respond to the changing landscape, available technological advances and the need to understand business in different ways.
- Can seek to widen its offer to Academies and increase its customers in this field. Currently Democratic Services raise income of approximately £90K by providing services for the Police and Crime Commissioner, hosting the Police and Crime Panel and arranging admissions and exclusion appeals for Academies.

## **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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**

8. The net savings of the reduction of posts in the proposed new structure are approximately £115,000. The further savings required by the Outline Business Cases will be achieved through the disposal of the Civic Car and associated maintenance costs, the reduction in printing and postage for Committees and the new format of the Council diary, together with other operating efficiencies.

## **Human Resources Implications**

9. Recruitment to the posts will be undertaken in accordance with the Council's current recruitment and selection codes of practice. In order to ensure the necessary caliber of the candidates the posts will be permanent and in accordance with the vacancy control measures will be open to application by suitable redeployed staff with the appropriate skills and aptitudes.

## **RECOMMENDATION/S**

That the revised staffing structure for Democratic Services attached at Appendix 1 be approved excluding the business support roles which will be the subject of a further report at a later date.

**Councillor Alan Rhodes**  
**Leader of the Council**

**For any enquiries about this report please contact:**  
 Heather Dickinson, Group Manager, Legal and Democratic Services

## **Constitutional Comments (SLB 22/01/2014)**

10. Policy Committee has the authority to agree the recommendation within the report. It has responsibility for Democratic Services and for approval of relevant staffing structures,

subject to the requirements in the Employment Procedure Rules regarding HR comments and consultation with the recognised trade unions.

### **Financial Comments**

11. The financial implications are set out in paragraph 8 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.

- Staffing Structure
- OBC A62, A63, A64, A65.

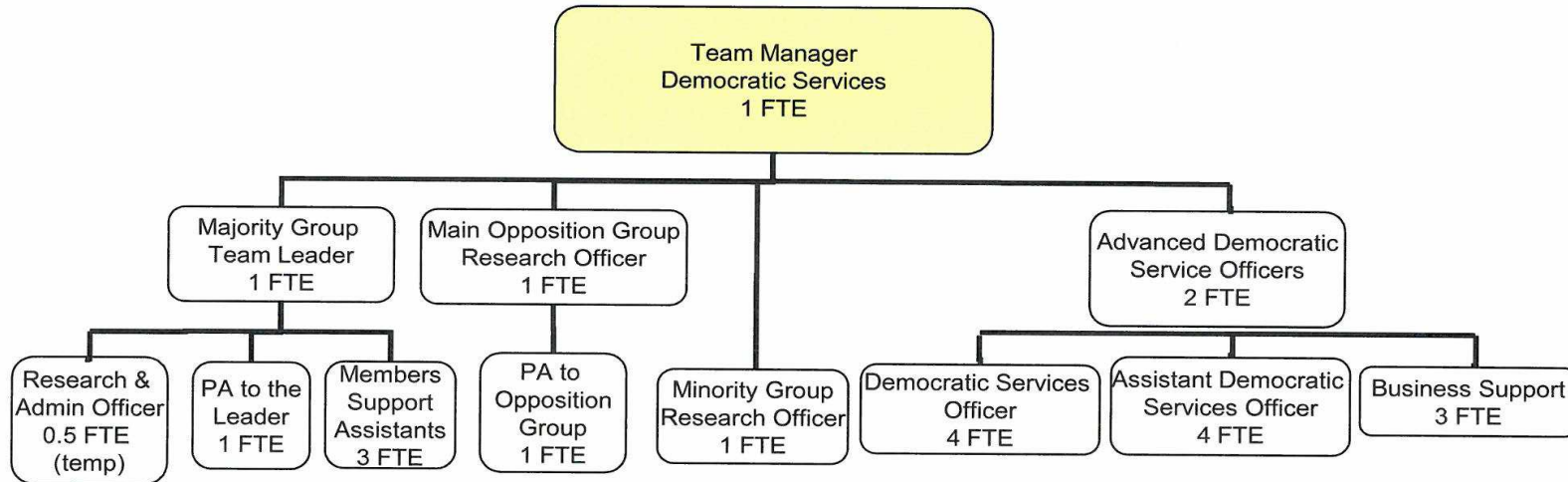
### **Electoral Division(s) and Member(s) Affected**

- All

Appendix 1

Structure Chart for Democratic Services

Ref: PPCS 1.4.4



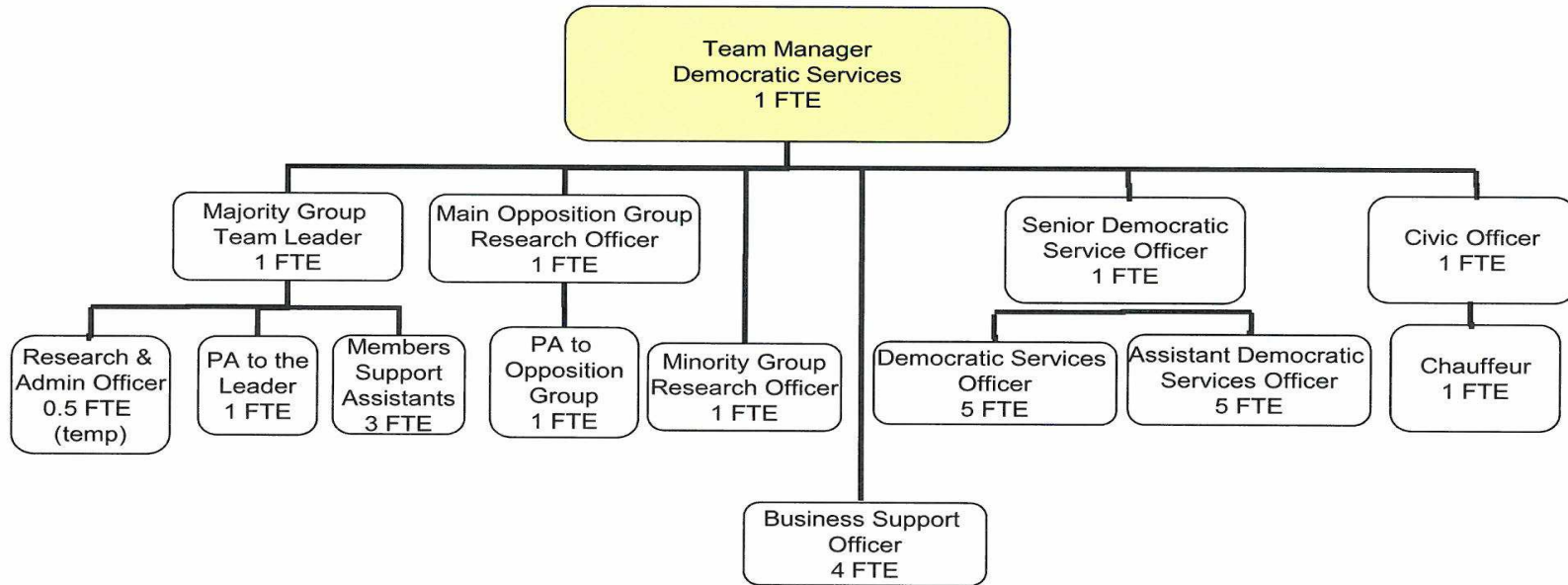
Version: 1.1

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Appendix 2

Structure Chart for **Democratic Services**

Ref: PPCS 1.4.4



Version: 1.0

Date: October 13