

4 March 2021

Agenda Item: 7

REPORT OF THE CORPORATE DIRECTOR, PLACE

HIGHWAYS AND TRANSPORT GROUP STAFFING STRUCTURE

Purpose of the Report

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

Information

2. Since October 2017 the new Place Department structure has been in place and following the publication of the Place Department Strategy, the Highways and Transport Group was restructured in September 2018. A number of changes are proposed to the current structure 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. They are also designed to bring the majority of highway functions together and overall are cost neutral. The structural changes are set out in graphical form in the Appendix to this report and are detailed further below.

Local Transport Plan and Programme Development Team

3. From 1 December 2020 the Transport Planning and Programme Development Team was divided in to two teams to help improve the way we develop and manage highways improvements as well as the service we offer County Council members and the public. From the 1 December 2020 functions relating to input into regional transport strategy, liaison with regional bodies (such as rail operators and Highways England), and transport impacts from growth (such as traffic modelling, the development of major transport schemes, and travel planning), have remained in the Planning Group.
4. The five officers with responsibilities for the following functions have transferred to the Highways and Transport Group to form the new Local Transport Plans & Programme Development Team:
 - Development, monitoring, and review of the Council's transport strategies (i.e. the Local Transport Plan, individual modal/integrated transport strategies, and town centre transport strategies); as well as integration of transport elements into broader economic, environmental, and health strategies.
 - Development, monitoring and review of strategy delivery plans and transport programmes that deliver County Council strategic objectives and outcomes (e.g. the integrated transport programme).
 - Traffic data collection and analysis.
5. It is proposed that a new Local Transport Plan Officer post is established to help improve

the delivery and management of local transport programmes and to help enable more resources to be committed to delivering the Council's transport priorities such as the electric vehicle charge point network. The post will also support bidding for funding rounds for transport planning and integrated transport measures.

Countryside Access Team

6. The main change proposed within the Countryside Access Team is the establishment of an additional Commons, Village Green and Definitive Map Officer. The Authority has a statutory duty to keep the Definitive Map and Statement (DMS) up to date and legislation sets a deadline for applicants of 2026 to register unrecorded rights of way. The process to consider an application can often be complex and time consuming and this post will help support the work relating to rise in applications that we are already seeing leading up to 2026.
7. The other proposed change is to convert the Rights of Way Diversion Officer post from a temporary to a permanent post. This post is currently a temporary post and was created to deal with extinguishment and diversion orders. The post provides an essential service to landowners, householders, developers and the general public. It is funded from income generated by the team.

Traffic Manager Team

8. The new structure for the Traffic Manager Team incorporates the existing Civil Parking Unit (CPU) and Enforcement Teams with new staff responsible for monitoring of the operation of the County Council's permit scheme. Operational delivery of day to day traffic management functions and the permit scheme operation will stay will Via East Midlands. The CPU will continue to lead on the operation of the Notts Parking Partnership.
9. In order to effectively manage the permit scheme and meet increasing expectation from partners around the operation of the Notts Parking Partnership, it is proposed to create an amended CPU & Enforcement Manager post that amalgamates some responsibilities of the current CPU & Enforcement Manager role and some from the current Principal Operations Officer.
10. It is also proposed to create two Senior Administrative Supervisors within the CPU. One will primarily undertake some of the responsibilities of the existing Principal Operations Officer as well as direct supervision of the Section Leaders. The other Supervisor post will predominantly manage front-end enforcement; the CCTV cars, bus lane cameras, contract management and direct on-street enforcement. Both posts will be as generic and as interchangeable as possible to continue the flexible working practices and to provide as much support as possible to the Manager. Two statutory compliance posts and a support officer are intended to support the Traffic Management Act and permit scheme work. The existing CPU Manager post and Principal Operations Officer post would be deleted.

Highways Contract Manager Team

11. It is proposed to delete the position Principal Officer, NCC Fleet Compliance from the Team's structure. Internal reconfiguration will also take place to assign a number of duties associated with this position to the Team's Statutory Assurance & Policy Officer. This consolidation will be achieved by extending the existing Assistant Contracts Officer position from a 0.5 FTE to a 1.0 FTE post. The post Principal Officer, Statutory Assurance will transfer from the Highways Contract Management Team into the Traffic Manager Team.

12. It is proposed to de-establish the Team's existing Contracts Officer, Clerk of Works post. This is currently a 0.6FTE position. The tasks undertaken by the Contracts Officer, Clerk of Works will be assimilated into the roles of the Principal Officer, Highways Management and Principal Officer, Capital and Special Projects.
13. The final proposed change is to add a new 0.5 FTE Assistant Contracts Officer Post to the Team's structure. The new post will provide support to the existing Assistant Contracts Officer and allow the team to continue with the assistance it provides for the rest of the Group.
14. All of the changes above are designed to continue our effective client arrangements for the delivery of highway and fleet services by Via East Midlands for Nottinghamshire County Council

Transport Development and Partnerships Team

15. It is proposed to create an additional Commercial Supervisor post to support an increasing number of transport applications for pupils with special educational needs. This post will assist the Commercial and Client engagement officers. The role will also be involved in the digital transformation of the school transport and concessionary fare application and eligibility process. The post will be a 2-year temporary post.
16. It is proposed to create a Development Officer to help deliver local bus and Community transport improvements in Nottinghamshire. This post will be responsible for building on the strong partnerships already in place with bus and community transport operators to deliver a modern, technology driven network of services to fill the gaps left by the commercial sector; whilst also working with developers to secure funding for additional bus services through the planning process to improve transport connectivity. The postholder will be responsible for the Community Transport budget and will work closely with other members of the Development and Partnership teams and Transport and Travel Services to not only respond to Planning applications, but will also be involved in the preparation of bids for National bus strategy funding and help the Community Transport sectors to lever in monies from external funding sources such as the National Lottery. The post will be a 2-year temporary post.
17. Lastly, it is proposed to create a Highways and Transport Apprentice post to work across the teams in the Highways and Transport Group. The role will be an entry level apprenticeship and day to day supervision will be undertaken by the Commercial and Client Engagement Manager within the Development and Partnerships team.
18. The current Transport Review Project Officer and the Community Transport Officer posts will be disestablished.
19. There are no changes proposed to the structures of the Flood Risk Management Team, and Transport and Travel Services Team, as part of this restructure.

Consultation

20. Following a formal, four-week consultation period with staff from the group, and with the unions, a small number of comments, suggestions and concerns were received, with overall support for the restructure. Where concerns have been raised these have been discussed with individual members of staff.
21. The current and proposed staffing arrangements for all five teams is shown in **Appendix 1**.

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

Reason/s for Recommendation/s

23. To enable the Highways and Transport Group to fully deliver all aspects set out in the Place Departmental Strategy and respond to changing operational demands.

Statutory and Policy Implications

24. 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

25. The purpose of this restructure is to have more effective teams working towards the Place Department Strategy within the Highways and Transport Group, rather than to make a budgetary saving. The restructure is cost neutral and contained within existing budgetary provision including income streams.

Human Resources Implications

26. 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 Highways and Transport Group as set out in report and **Appendix 1**.

Adrian Smith
Corporate Director, Place

For any enquiries about this report please contact: Gary Wood, Head of Service, Highways and Transport.

Constitutional Comments (SJE 26/01/2021)

27. This decision falls within the Terms of Reference of the Communities & Place Committee to whom responsibility for approval of the relevant departmental staffing structures has been delegated.

Financial Comments (SES 27/01/2021)

28. The financial implications are set out in paragraph 25 of the report. The purpose of this restructure is to have more effective teams working towards the Place Department Strategy within the

Highways and Transport Group, rather than to make a budgetary saving. The restructure is cost neutral and contained within existing budgetary provision including income streams.

HR Comments (JP 18/02/2021)

29. HR processes that have been followed are outlined in para 25. Grades for any new posts within the structure will be subject to the Authority's Job Evaluation policies.

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

