

**9 January 2014**

**Agenda Item:**

**REPORT OF THE SERVICE DIRECTOR OF TRANSPORT, PROPERTY AND  
ENVIRONMENT**

**TRANSPORT AND TRAVEL SERVICES STRUCTURE**

**Purpose of the Report**

1. To seek Committee approval to introduce a new structure for Transport and Travel Services (TTS).

**Background**

2. As part of the County Council budget review 2014/15, an Outline Business Case (OBC) proposal to reduce the number of staff in TTS by 12 FTE posts has been submitted. The aim of this proposal is to achieve savings to the value of £300k per annum.
3. The various services that are delivered and managed by TTS are being reviewed, removing some tasks and refining others so that the Service can continue to provide an excellent service to customers, clients and partners.
4. The majority of staff roles within the service have been reconfigured in order to achieve efficiencies and to promote more flexibility between posts. This has resulted in the development of a new proposed structure for service delivery and consultation with staff which is set out in Appendix 1, the existing structure is shown in Appendix 2.
5. Sixty two posts have been considered as part of this budget exercise and these will reduce to fifty posts. The posts at risk were included in the section 188 notice issued by the County Council in November 2013.
6. Frontline operational staff such as Driver/Attendants and Vehicle Maintenance Mechanics/Supervisors have not been included in this exercise as these will be reviewed at a later date when other more detailed service reviews have been completed. Also, the Fleet Management Services Team management structure is not included as this was reviewed this summer and approved by Transport and Highways Committee at the 4 July 2013 meeting.
7. The Regional Traveline Manager is a post hosted by the County Council on behalf of the East Midlands local authorities who also share the costs. Traveline and data support is being re-designed for April 2016 and this post

will no longer be required. The postholder has requested voluntary redundancy and any costs will be shared by the local authorities involved. This post is not included in the Outline Business Case or Section 188 notice.

### **Proposed Rationale for the New Structure**

8. The rationale for restructuring the service is not solely based on the need to make budget savings of £300K. Service design, integration of the various passenger transport services, and the more efficient use of vehicles and information technology has moved the service towards a commissioner role rather than a direct provider. This change is reflected in the new three team structure which separates the planning from the commissioning and delivery functions. This model will also ensure that Transport and Travel Services can adapt and respond more efficiently to client needs and any changes to future policy, legislation or funding.
9. The current five teams will be reduced to three, removing two Team Manager posts.

#### Current Teams

Fleet Management Services  
 Transport Operations (South)  
 Transport Operations (North) &  
 Fleet Operations  
 Commercial & Client Services  
 Passenger Transport Travel &  
 Development

#### Proposed Teams

Fleet Management Services  
 Transport Planning & Operations  
 Commissioning & Policy

10. The proposed new structure, shown at Appendix 1 is scheduled for implementation in April 2014. Full savings will not be realised in the first year of operations (2014/15) as it will be necessary for one or two holders of redundant posts to remain beyond April to assist with transitional work until staff are established in their new posts. The grades are indicative and will be confirmed through job evaluation in due course.
11. Appointment to the new posts within the new structure will be in line with the corporate enabling policy. Any displaced members of staff will be subject to the corporate policies on redeployment.

### **Reasons for Recommendation**

12. To meet future service needs and ensure that budget savings of £300k are delivered during 2014/15 and 2015/16 with minimal impact for service users.

## **Statutory and Policy Implications**

13. 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.

### **Implications for Service Users**

14. The new arrangements may affect some service standards due to the revised staffing levels.

### **Human Resource Implications**

15. Employees have been fully informed of the proposed restructure and have been consulted on the details of the proposals. Consultation with the trade unions has taken place through formal channels. The County Councils agreed enabling process will be used to make appointments to posts within the new TTS structure. Mitigations will be explored to protect the employment of any displaced staff wherever possible.

### **Financial Implications**

16. The new structure will generate efficiency savings of £300K overall with approximately 75% of this being achieved in 2014/15 and the full amount in 2015/16.

## **RECOMMENDATIONS**

It is recommended that the proposed new structure for Transport and Travel Services be approved;

**Mark Hudson**  
**Goup Manager, Transport and Travel Services**

**For any enquiries about this report please contact: Mark Hudson, Tel 74519**

### **HR Comments (JP 23/12/13)**

17. The Human Resource implications are set out in paragraph 15 of the report.

### **Financial Comments (TMR 16/12/2013)**

18. The financial implications are set out in paragraph 16 of the report.

## **Constitutional Comments (SHB.16/12/13)**

19. Committee have power to decide the Recommendation.

### **Background Papers**

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.

Outline Business Case A55 (Transport & Travel Services – Staffing)

Policy and Resources Committee 13 November 2013

Transport And Highways Committee 4 July 2013.

### **Electoral Divisions Affected**

All