



Organisational Development Committee

Meeting: Wednesday, 17th June 2015 at 5.00 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. James (Chair), Dallimore (Vice-Chair), Haigh, Hilton and Norman
Contact:	Atika Tarajiya Democratic and Electoral Services Officer 01452 396127 tanya.davies@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
3.	PROPOSAL DOCUMENT FOR CONSULTATION (Pages 5 - 22) To consider the report of the Corporate Director of Services and Neighbourhoods concerning the realignment of the City Council's management structure.
4.	REVISIONS TO STANDING ORDERS FOR THE DISMISSAL OF STATUTORY OFFICERS (Pages 23 - 34) To consider the report of the Monitoring Officer seeking approval to constitutional changes and to note potential contractual changes required to comply with legislation on the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer (the 'statutory officers').
5.	CEMETERIES & CREMATORIUM SERVICE - STAFFING UPDATE (Pages 35 - 38) To consider the report of the Cemeteries & Crematorium Service Manager seeking approval to recruit an additional grounds operative (non-permanent) and to formalise permanent contracts for two catering assistants.

MShields

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Martin Shields
Corporate Director of Services and Neighbourhoods

Date of Publication: Tuesday, 9 June 2015

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Tanya Davies, 01452 396125, tanya.davies@gloucester.gov.uk.

For general enquiries about Gloucester City Council’s meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



Meeting:	Organisational Development Committee	Date:	17 June 2015
Subject:	Proposal Document For Consultation		
Report Of:	Cabinet Member for Performance & Resources		
Wards Affected:	n/a		
Key Decision:	N/A	Budget/Policy Framework:	No
Contact Officer:	Martin Shields, Corporate Director, Services & Neighbourhoods and Acting Head of Paid Service		
	Email:	martin.shields@gloucester.gov.uk	Tel: 39-6745
Appendices:	1. Proposal Document For Consultation 2. Corporate Director Job Description 3. Corporate Director Person Specification		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 This report sets out details of the responses received and considered during the period of consultation on the proposed management structure re-organisation which includes deletion of the Director of Resources and Head of Legal and Policy Development roles and the creation of a Corporate Director role. The report seeks final approval for the proposed structure.

2.0 Recommendations

2.1 Organisational Development Committee is recommended to **RESOLVE** that:

- (1) The proposed management structure as outlined in this report and set out in Appendix 1 be approved.
- (2) The proposed process, set out in Appendix 1, for implementation of the new management structure be approved; and
- (3) The Head of Paid Service be authorised to vary the proposed process for implementation of the new structure if necessary to ensure efficiency, effectiveness and fairness in implementing the new management structure.

3.0 Background and Key Issues

3.1 The attached consultation document sets out the key issues and reasons for the recommendations in the summary, Members will be aware of the need to undertake the restructure following the recommendations of the Peer Challenge review and

the significant changes to the roles of the Corporate Director of Resources and the Head of Legal and Policy Development.

- 3.2 The Corporate Director of Resources role is no longer required in the existing format as the organisation has restructured its Senior Management Team responsibilities since the departure of the previous post holder.
- 3.3 The Head of Legal and Policy Development role has significantly reduced since the City Council entered a partnership with the County Council which has seen the External Marketing and Communications service transferred to the County Council's Communications team and a shared legal arrangement which sees all of the Council's legal services being delivered by 'One Legal'.
- 3.4 The significant changes to both of these roles gives the Council the opportunity for a management structure review and it is proposed to disestablish both of the existing roles and create a new single Corporate Director post. The services to be overseen by the new post are shown on pages 5 and 6 of Appendix 1.
- 3.5 At the close of the consultation period (18th May 2015) there were no formal objections to the proposals. Unison were consulted and they had no comments on the report itself but they did say that they supported an internal ring-fenced recruitment process. The employee affected confirmed at a meeting on 12th May 2015 that they would not be making any representations at all and did not do so by the 18th May.
- 3.6 The Job Description and Person Specification for the Corporate Director role are appended to this report for completeness.

4.0 Alternative Options Considered

4.1 Retain the status quo

- 4.1.1 This option is not viable as both roles of Corporate Director of Resources and Head of Legal and Policy Development have significantly changed and are no longer required in their current formats.

5.0 Reasons for Recommendations

- 5.1 Members will be aware of the recommendations within the Peer Challenge Review to bring resilience to the Senior Management Structure by having two Corporate Directors in post to support the Managing Director.
- 5.2 This proposed structure sees the disestablishment of the two roles of Corporate Director of Resources and Head of Legal and Policy Development which are no longer required and creates a new role focusing on frontline customer service which also meets the recommendations of the Peer Challenge Review.

6.0 Future Work and Conclusions

- 6.1 If the recommendations are approved, the appropriate processes will be followed to implement the new structure.

7.0 Financial Implications

- 7.1 Savings are predicted to arise from this review, by disestablishing the two roles and creating a new Corporate Director role.

(Financial Services have been consulted in the preparation of this report)

8.0 Legal Implications

- 8.1 The implementation of the new structure and selection to the Corporate Director post will need to follow due process including by reference to internal HR procedures, employment law and the Constitution.

- 8.2 The Monitoring Officer role will continue to be undertaken by an Officer from within the Council as the proposals include the Monitoring Officer role within the responsibilities of one of the Corporate Director posts.

(Legal Services have been consulted in the preparation of this report)

9.0 Risk & Opportunity Management Implications

- 9.1 The proposed changes bring about an opportunity to refocus Senior Management resources to deliver the priorities within the Council Plan.

- 9.2 Resilience at Senior Management level will be achieved by filling the new Corporate Director role, thereby restoring the permanent second Director role as recommended by the Peer Challenge Review.

10.0 People Impact Assessment (PIA):

- 10.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

- 11.1 There are no specific issues arising from this report.

Sustainability

- 11.2 There are no specific issues arising from this report.

Staffing & Trade Union

- 11.3 The affected staff member and the Trade Union have been consulted throughout the process. The affected staff member will be ring fenced for the new Corporate Director role.

Background Documents: Peer Review Report
HR Policies and Procedures

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An Organisation Fit To Deliver Our Ambitions

A Proposal Document for Consultation

1. A new structure for Organisational Change

Introduction

With the ongoing delivery of the Corporate Plan for 2014 – 2017 at the heart of what we do, the City Council is looking to build on the good work undertaken so far aimed at improving prosperity for the City. The quality of services received by our residents and improving the environment in which people live, work and play is of paramount importance to us as an organisation.

In achieving the aims of the Corporate Plan and the specific outcomes that lie beneath them, it is essential that the authority has a 'fit for purpose' structure that is right for a council which has seen significant budget reductions over the last few years. High levels of performance underpin each of our aims so it is vital that we are structured appropriately to continue to improve performance across the organisation.

As recommended by the recent Peer Review, it is proposed that the number of Corporate Directors remains at two. It is proposed that following the TUPE transfer of Legal Services to One Legal that a restructure takes place by amalgamating the role of the Head of Legal and Policy Development with the vacant post of Director of Resources to create a new role of Corporate Director.

Why is restructuring needed?

All staff are aware of the need to make ongoing budget savings. The Council's money plan has identified areas of potential savings across a wide range of services and ongoing savings are required across the Council. Members are very keen to retain front line service delivery and to minimise the impact on the services that deliver outcomes directly to residents. Previous service reviews have focused on reducing duplication, eradicating waste and improving efficiencies in the way we deliver our services and this will need to be an ongoing focus for us for the future.

With a realignment of service provision at Senior Management Level and the agreement between the City Council and 'One Legal' there is redundant capacity within both roles to allow the merging of the roles to take place.

This new structure brings opportunities to address the wider recommendations of the Peer Challenge Review and brings sufficient resilience to the Senior Management Team to achieve this. In addition, it follows on from the appointment of a Managing Director for the City Council & Commissioning Director for the County Council. A permanent appointment to the vacant Director post will complete the Senior Management Team, which has been under-resourced since July 2014.

With new working relationships with the County Council and other District Councils and a change in roles and responsibilities at Senior Management Team level there is no longer a need for the Director of Resources post in the format it was and a revised structure chart is shown at pages 5 & 6 of this document which clearly shows an emphasis on delivering 'frontline' services.

Proposals

As with all previous realignments we will initially look to recruit to the newly created role through internal recruitment if candidates have the appropriate skills and experience. It should be emphasised that these proposals are for consultation, and as such a final structure and role profile may be revised as a result of consultation feedback.

For clarity, this review disestablishes the Director of Resources post and the Head of Legal & Policy Development post and creates a new Corporate Director role. The new role will focus on, but won't be limited to, responding to a gap in strategic oversight of events happening nationally, regionally and locally and emphasise the commitment given by the Council to support

our communities through Asset Based Community Development (ABCD). The structure chart on page 6 shows the proposed areas of responsibility for the proposed role.

In summary, these proposals update the Senior Management Team structure in terms of both shape and size, and will enable us to meet the future challenges, as well as realising the ambitions for Gloucester.

The key outcomes aimed to be achieved by this review are;

- Within the context of ongoing budgetary pressure, we must ensure that we achieve high value in all our activities and dealings, removing unnecessary cost and continually reviewing what we need to do and how we do it to remain cost effective.
- A flatter, more streamlined organisation focused on delivering the council's priorities in a co-ordinated and joined up way, ensuring that we continue to focus strongly on delivering for the customer and improve the experience and outcome for them.
- Recognising and realising further opportunities for shared services and efficiency gains through a structure that can facilitate this, allowing effective sharing and procurement.
- Retention and development of effective management of contractual partners by influencing and working in partnership with other agencies and stakeholders.
- Reshaping of services based on what communities need whilst assisting communities to recognise and develop their own assets to deliver improvements (ABCD).
- It is 'non-negotiable' that we continue to focus on agreed objectives, drive performance upwards and achieve results.
- As a publicly funded organisation we need to demonstrate high standards of behaviours, develop the appropriate skills and competencies and remain professional at all times when delivering our agenda.
- We need to continue to be a creative, flexible and learning organisation so that we can respond promptly and effectively to external pressures - and to any opportunities.

The next steps

This document focuses on the vacant Director of Resources role and the role of the Head of Legal and Policy Development.

A proposed structure has been produced that sees the disestablishment of both posts and the creation of a single Corporate Director role.

Consultation will take place with the affected employee(s) and Trade union(s) and then the formal reporting and decision making process will begin.

The job evaluation process

All of the management roles within the organisation have been evaluated by a Hay Group consultant.

The Corporate Director (Resources), the Corporate Director (Services & Neighbourhoods) and Head of Legal & Policy Development roles have also been evaluated and two further job sizes were created for these roles (job sizes 4 and 5). These evaluations have been linked clearly to recognised Hay evaluation levels and are based on the market median.

The Hay method of job evaluation continues to be the most widely accepted worldwide. The process of evaluating jobs enables many important applications, such as designing effective

organisations; clarifying interdependencies and accountabilities; managing succession and talent; and setting competitive, value-based pay policies.

A job's size and shape serves as a starting point for many job evaluation applications. Job size is determined by a post holder's Accountability, Know-How, and Problem Solving, and reflects the job's relative value to the organisation. The relative proportions of Accountability, Know-How and Problem Solving that make up the job determine its shape.

This rigorous job evaluation process has afforded the council a common framework and language to more effectively design jobs within the structure that best supports the corporate strategy and plan.

A draft job description for the role has been written and avoids over lengthy descriptions and explanations as it is not an exhaustive list of tasks that the jobholder will be expected to do.

The draft job description identifies, in a quantitative way, the significant areas within the council upon which the job impacts, either directly or indirectly.

Hay Structure Chart

Off scale roles:

Head of Regeneration. Head of Finance. Head of Legal and Policy Development Job size 4	£67,963 - £75,117
Corporate Directors Job size 5	£80,427 - £88,893

Incremental progression is not automatic within the Corporate Directors' grade and is based on performance.

The following indicates how the proposals may affect individual managers:

Head of Legal and Policy Development	Post Disestablished – Post holder placed at risk. Consideration for ring fenced for newly created Corporate Director role
Director of Resources	Post Disestablished
Corporate Director & Monitoring Officer	Newly created role

Jon McGinty
Managing Director

Martin Shields
Corporate Director

Head of Finance

- S151 Officer
- Financial/ Technical Accounting
- Management Accounting
- Procurement
- Audit Client Management
- Financial Planning

Head of Business Improvement

- Client Relationships:-
- Enterprise
- Aspire
- GCH
- Civica
- One Legal
- Performance Management
- Business Improvement
- Service Reviews
- Performance Monitoring
- Admin
- FOI
- Data Protection

Head of Regeneration & Economic Development

- Major schemes
- Assets & Property
- Business liaison/Economic Development
- City Centre Management
- MGL Client
- Parking
- Facilities

Audit Risk & Assurance Manager shared with County

- GAAP Partnership Management
- Internal Audit
- Risk Management
- Corporate Investigations
- Organisational Governance
- Value for Money Reviews

HR & OD Service

- Internal Equalities
- Training
- Induction
- Policies
- Staff support
- Apprenticeships
- Employee Relations
- Industrial Relations
- TU consultation
- Organisational Change
- Payroll client

Housing Services Manager

- Housing, Homelessness & Housing Advice

Shared Services with County Council

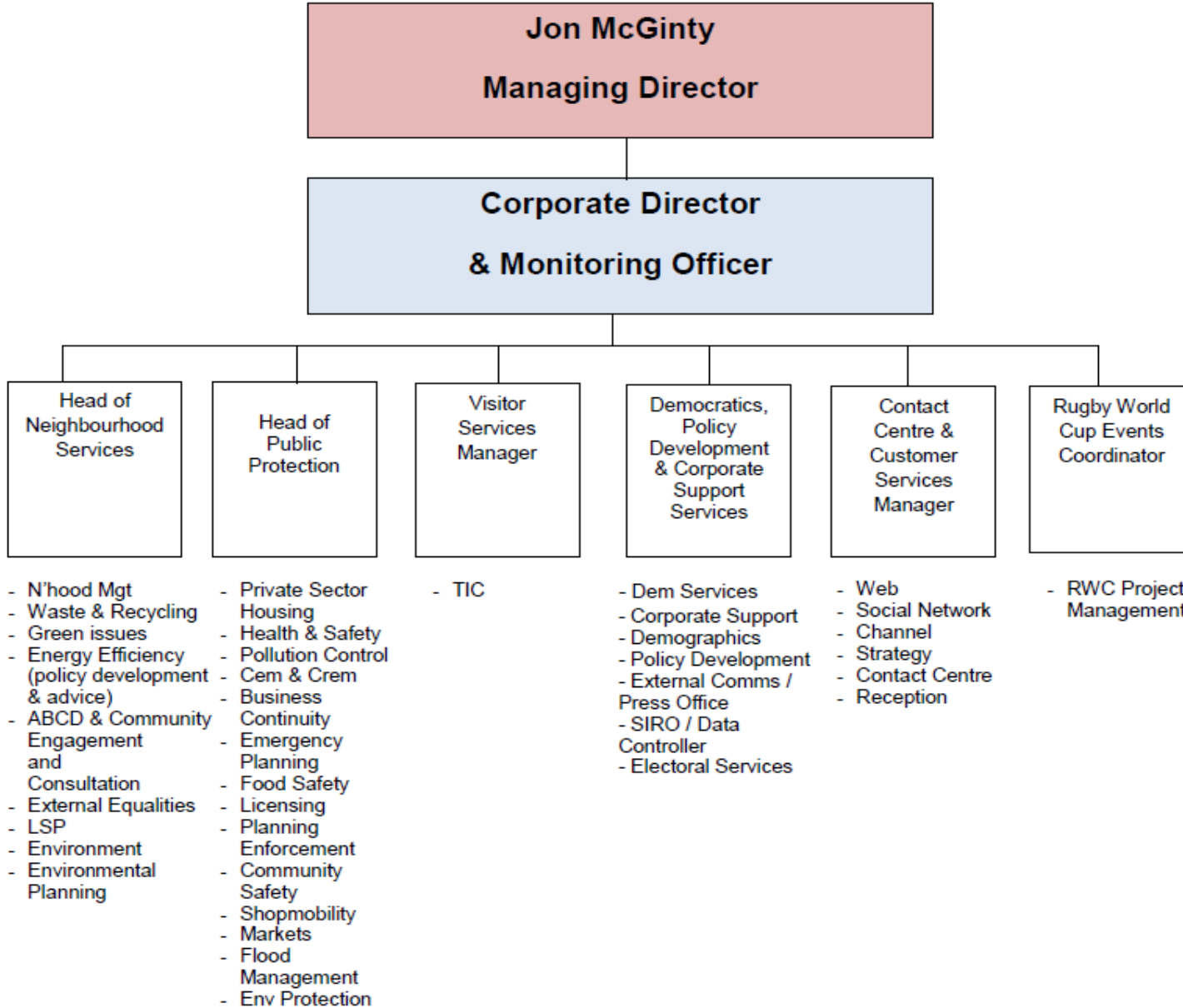
- Project Management

**Guildhall Manager
Museums Manager**

- Guildhall
- Museums

Head of Planning

- Conservation & Historic Buildings
- JCS
- Land use/allocation
- Planning Policy
- Supporting People
- Housing Strategy & Policy
- Development Control/Building Control
- Local Development



Overview of the Proposed Process

General support

Any reorganisation can be upsetting for those involved and for their colleagues so it is recognised that it will be a difficult time for staff.

The individual employees will have access to The Council's free, confidential and external counselling service and should raise queries with the City Council HR team along with support of a more general nature being provided by Martin Shields (Corporate Director of Services and Neighbourhoods).

Support to prepare for interviews will be considered if requested by the employee.

HR advice and support to the Corporate Director of Services and Neighbourhoods will be provided by Gloucestershire County Council HR in conjunction with the City Council HR.

Our aim at all times will be to provide clear and timely information for everyone involved and to maintain a close and open dialogue with the Trade Unions throughout.

Consultation

During consultation, which will last for a 30 day period, the City Council will invite comments, suggestions and alternatives from the trade unions and employee on any aspect of the proposed restructure, including the impact of any changes and creation and/or disestablishment of job roles etc. Feedback should be provided in writing although formal consultation meetings will be undertaken by Martin Shields with the affected employee and their representative if requested.

Assimilation

In line with the Council's Organisational Change policy, where all of the following conditions apply, current post holders will be directly assimilated to the equivalent position in the new structure:

- the job is essentially the same (at least a 60% match), and
- the grade is the same, and
- the numbers of posts available is the same or greater than the number of current post holders.

Ring-fence competition

In line with the Council's Organisational Change policy, employees who do not secure a position in the new structure via direct assimilation will be included in a ring-fence if:

- their posts are deleted, and
- an alternative position or positions are introduced, and
- the employee's grade is the same (or one above / below) as the grade of the new post(s) or the employee is at the management tier appropriate to the new post(s).

Redeployment

Any employee who does not secure a post in the new structure or an ongoing position through transfer, change of working arrangements etc will be given notice of redundancy and simultaneously placed on the redeployment register for the period of their notice.

Selection process

There will be a consistent, robust recruitment and selection process for the new post. Appointments to Director roles are by a Member panel supported by HR. The interview will be through competency based assessment.

Appeals

Guidance on how to appeal against any stage of this process can be found in the Council's Organisational Change Document that is available from HR.

Implications for those affected

We fully appreciate the challenging nature of this process, the anxiety and the uncertainty that may be felt by staff. It is important that we provide help and support throughout this period of change, particularly to those who are directly affected.

If any staff would like to be considered for voluntary redundancy or early retirement they should contact Ashley Gough or Jo Hawkins for an informal discussion.

The Council's free, confidential and external counselling service can be contacted on 01452 750586.

Timetable

Consultation with employee	Starts 17 th April 2015
Trade Union consultation	Ongoing from 17 th April 2015
Close of consultation	Monday 18 th May 2015
Group Leaders	w/c 18 th May 2015
Employee Forum	Date tba
OD Committee	Date tba
Interview process	Date tba

4. How to respond

Please send your comments or questions to:

Martin Shields
Corporate Director of Services and Neighbourhoods
Email: martin.shields@gloucester.gov.uk
Internal post: 4th Floor, Phillpotts Warehouse

DIVISION OR SECTION : **CORPORATE DIRECTOR**
GRADE :
POST NO. :
LOCATION. : **DOCKS**
RESPONSIBLE TO : **MANAGING DIRECTOR**

JOB PURPOSE

1. To participate in the strategic and corporate leadership and management of the Council as a member of the Gloucester Management Team.
2. To provide strategic, corporate, and operational leadership in terms of the development of policy and service delivery within the areas determined by the Council and the Gloucester Management Team.
3. To be responsible for specific corporate priorities and the implementation of strategies which will deliver the Council's objectives.
4. To continuously develop and maintain effective systems of service delivery and to continuously identify service improvements within designated areas of responsibility.
5. To provide professional advice to the Managing Director, Gloucester Management Team, Senior Managers, Cabinet and Elected members on all matters relating to relevant Council and public service functions.
6. Advise on constitutional issues and issues of corporate governance.
7. To ensure the delivery of customer focused outcomes of benefit to the people and City of Gloucester.
8. To work together with colleagues to help ensure the shaping of public service working to perform at the highest level for residents, visitors, and businesses of Gloucester.
- 8 To be a role model and example of the behavioural indicators expected at Director level of the organisation.
9. To work flexibly and across public and private agency boundaries to deliver effective high quality outcomes.

job description

DUTIES AND RESPONSIBILITIES

1. To participate fully in the corporate and strategic leadership and management of the Council, and in joint working with internal and external partners to deliver the Council Plan and objectives for Gloucester.
2. To lead, motivate, and manage staff teams ensuring their behaviours and attitudes reflect professional and organisational standards and the Council's objectives and values, to specify and appraise performance in accordance with approved policies, procedures, standards, targets, standing orders, financial regulations, contractual and any other relevant requirements, or as directed.
3. To prepare and present reports and papers to the Senior Management Team and other corporate and inter-agency groups, and to ensure the effective briefing of the Managing Director on all issues concerning the functions of the Council.
4. To prepare and present reports, and papers to Cabinet, Scrutiny and other member meetings, to attend and advise Committees and working groups including attendance at Council as required.
5. Monitor the activities of the Council, the Cabinet, Committees, Sub-Committees, other sub-groups and officers and detect and recommend action on any breach as provided for in the Local Government and Housing Act 1989.
6. To discharge the duties of the Proper Officer in respect of the matters set out in the Council Constitution and Code of Corporate Governance.
7. To keep practices and standards relating to all aspects of the Council's activities constantly under review and to create change as necessary to ensure best practice and the highest standards.
8. To ensure the effective use of the Council's resources, delivering the highest quality performance and assessments in this area.
9. To lead and manage the relevant resources within agreed budgets. To implement corporate systems and measures to ensure that the Council achieves its objectives within the overall Council Plan.
10. To keep the Council's structures and operational services under review to ensure that they respond to legislative changes, national initiatives, and the needs of stakeholders, customers and residents.
11. To recruit, deploy, develop and motivate staff to meet the needs of the Council and enable individuals to maximise their contribution to service development and provision and to the management of performance within the Authority.
12. To represent the Council at international, national, regional and local forums across a wide range of organisations.
13. To ensure that all opportunities for securing external funding are maximised to the best advantage of the Council and other stakeholders.
14. To carry out such duties as may be required and are commensurate with the grade of the post and its senior management role within the Council and community.

15. To deputise for the Managing Director, as and when required.
16. To attend civic events as and when required and act as an ambassador for the Council and the City.
17. To work flexibly with colleagues to deliver the ongoing development and transformation of the City Council.

KEY PERFORMANCE INDICATORS FOR THE POST OF CORPORATE DIRECTOR

The Corporate Director will work with the Managing Director on an annual basis to determine and agree the key performance indicators which will act as an objective measure of the jobholder's performance. Agreed key performance indicators will form an annexe to the job description, which will be updated on an annual basis.

STRATEGIC COMPETENCIES

The Council's competencies for Strategic management will apply to this post and the postholder will be expected to comply and adhere to these requirements.

Health and Safety

As an employee of Gloucester City Council the postholder will be responsible for observing their health and safety responsibilities as laid down in the corporate and directorate health and safety policies. In addition, the postholder will be responsible for co-operating with their line manager so that they may discharge their health and safety responsibilities effectively.

Politically Restricted Posts

The postholder will be covered by the Local Government and Housing Act 1989 in so much as this post is considered 'politically restricted' under the Act.

Emergency Planning

As a member of the Senior Management Team of Gloucester City Council, the postholder will be called upon in assisting the Authority's response to emergency situations in line with the requirements of the Council's Emergency Plan.

Monitoring Officer

In accordance with section 5 of the Local Government and Housing Act 1989 the Council may, at its discretion, appoint the post holder to the role of statutory Monitoring Officer for the Authority.

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PERSON SPECIFICATION CORPORATE DIRECTOR

	ESSENTIAL	DESIRABLE
Qualifications	Management Qualification	First Degree
Training	Commitment to continuing professional development and education	Evidence of management training and development
Experience	<p>Management and delivery of services within the Council</p> <p>Budgetary and financial management of a local authority at a high level</p> <p>Implementation of performance management systems</p> <p>Demonstrable achievements in improvements in service delivery and best value</p> <p>Understanding and implementation of change management</p>	<p>Partnership working with external organisations</p> <p>Understanding of communications and public relations</p>
Knowledge, skills, abilities	<p>Strategic issues in local government and the services in the Council and Partners</p> <p>Local government policy, legislation, budget issues, management and equalities practice</p> <p>Strategic management and leadership skills</p> <p>Strategic thinking and operational resourcefulness</p> <p>Bias towards action with a user/customer focus</p> <p>Ability to engender public and professional confidence</p> <p>Awareness of and responsiveness to, organisational and member politics</p> <p>The ability to deliver projects and programmes</p> <p>Highly developed presentation skills</p> <p>High level communication skills within and outside of the organisation.</p> <p>High level influencing skills.</p> <p>Ability to understand cross service and cross agency issues.</p> <p>Flexibility and adaptability</p> <p>Ability to resolve problems and deliver at pace</p>	

	ESSENTIAL	DESIRABLE
Behavioural Anchors	<p>Enthusiasm, commitment and determination to engender continuous improvement through change</p> <p>Customer focused attitude to service delivery</p> <p>High levels of energy and conscientiousness</p> <p>Negotiating and influencing style, confident and open personality</p> <p>Facility and enthusiasm for collaborative working; team working focus, holistic approach, emphasis on corporate vision rather than 'turf issues'</p> <p>An appetite for innovation and problem solving</p> <p>Consistency in performance and judgement</p>	

Gloucester City Council

Meeting:	Organisational Development Committee	Date:	17 June 2015
	Council		23 July 2015
Subject:	Revisions to Standing Orders for the dismissal of statutory officers		
Report Of:	Monitoring Officer		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Sue Mullins, Monitoring Officer		
	Email: sue.mullins@gloucester.gov.uk	Tel:	39-6110
Appendices:	1. Extracts from Constitution 2015-16 showing proposed changes		

1.0 Purpose of Report

- 1.1 To seek approval to constitutional changes and to note potential contractual changes required to comply with legislation on the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer (the 'statutory officers').

2.0 Recommendations

- 2.1 Organisational Development Committee is asked to **RESOLVE** that the contents of the report be noted.
- 2.2 Council is asked to **RESOLVE** that the changes to the Constitution shown in Appendix 1 be approved.

3.0 Background and Key Issues

- 3.1 The Council's statutory officers (the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer) have statutory responsibilities to discharge to the Council. In order to enable these officers to discharge their responsibilities within the political environment of local government, the Local Authorities (Standing Orders) (England) Regulations 2001 included statutory protection for these officers by requiring the appointment of a Designated Independent Person (DIP) to investigate any allegation of misconduct against these senior officers.
- 3.2 The Department for Communities and Local Government (DCLG) expressed concerns that the DIP process was complex and expensive in practice and was of the view that it placed councils as the employer at a great disadvantage in comparison to the position of the employee, given that the recommendation of the DIP had to be followed. The DCLG also felt that the DIP process could also be time consuming in cases where the Council and the relevant officer could not agree on a DIP.

3.3 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 came into force on 11 May 2015. The Regulations require local authorities to incorporate in their Standing Orders provisions set out in a Schedule to the Regulations and to modify existing Standing Orders so that they conform with those provisions. The authority has to do this no later than the first ordinary meeting of the authority after the Regulations come into force.

3.4 In summary:

- a) the Regulations provide that the final decision to dismiss any statutory officer (i.e. the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer) must be taken by full Council. The previous Regulations applied to dismissal of the Head of Paid Service only.
- b) There is no longer any requirement to appoint a Designated Independent Person (DIP) before dismissing or disciplining a statutory officer.
- c) Before taking any decision to dismiss a statutory officer, the Council must invite at least two Independent Persons (as appointed to deal with standards matters under Section 28(7) of the Localism Act 2011) to be members of a Panel, and the Council must take into account any recommendation of that Panel before taking a decision to appoint or dismiss the statutory officer.
- d) The Panel is a committee of the authority and is therefore subject to all the usual requirements for committees, including the proportionality rules.
- e) The Independent Persons invited to be appointed to the Panel are to be appointed in a priority order and may include independent persons appointed by another authority or authorities.

3.5 The Constitution includes Standing Orders on the procedure for disciplining and dismissing officers, as required by the Local Authorities (Standing Orders) (England) Regulations 2001 and these are set out in the Officer Employment Procedure Rules at Part 4 of the Constitution. Appendix 1 sets out the relevant parts of the Constitution, with proposed deletions shown as 'struck through' text (e.g. ~~struck through~~) and additions shown in **bold underlined font**.

4.0 Alternative Options Considered

4.1 There are no alternative options relevant to this matter.

5.0 Reasons for Recommendations

5.1 The Council Officer Employment Procedure Rules and other parts of the Constitution require amendment to comply with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

6.0 Future Work and Conclusions

6.1 The changes proposed are required to ensure that the Council's Standing Orders comply with the relevant legislation.

7.0 Financial Implications

- 7.1 The Regulations limit the remuneration that should be paid to Independent Persons on the Panel to the level of remuneration which they would normally receive as an Independent Person in the conduct regime. In the case of the Council, this is £300 per annum (based on attendance at 4 meetings).

(Financial Services have been consulted in the preparation this report.)

8.0 Legal Implications

- 8.1 These are mainly as set out in the report. Additionally, where contracts of employment for statutory officers incorporate the previous DIP process, the Council will need to seek variations to those contracts to avoid being in breach of contract as a result of these changes.

(Legal Services have been consulted in the preparation this report.)

9.0 Risk & Opportunity Management Implications

- 9.1 As the Council has only appointed 1 Independent Person, it will need to either seek to appoint another Independent Person or invite Independent Persons appointed by another or other authorities if and when any Panel is required, in order to ensure that the Panel contains at least 2 Independent Persons.

10.0 People Impact Assessment (PIA):

- 10.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

- 11.1 There are no community safety implications.

Sustainability

- 11.2 There are no sustainability implications.

Staffing & Trade Union

- 11.3 If the employment contracts of the Head of Paid Service, Chief Finance Officer or Monitoring Officer contain contractual terms that are affected by the 2015 Regulations, those terms and conditions will need to be changed.

Background Documents: None.

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Article 4 – The Full Council

4.01 Definitions

(a) **Policy Framework**

The policy framework means the following plans and strategies to be approved by the Full Council:-

- Plans and Strategies
- Council's Corporate Plan
- Best Value Performance Plan
- Sustainable Community Strategy
- Crime and Disorder Reduction Strategy
- Development Plan Documents
- Housing Strategy(ies)
- Housing Investment Programme
- Climate Change Policy
- Licensing Policy Statement
- Gambling Policy – Statement of Principles
- Sex Establishment Licensing Policy
- Cultural Strategy
- Airport Strategy (except Airport shareholder functions delegated to the Leader)
- Joint Waste Strategy

including any amendments to, replacement of or updates to any such plans and strategies, save for minor textual or other changes which are unlikely to have a substantial impact or effect on the Policy Framework plans or strategies and which are in accordance with the Council's approved budget.

(b) **Budget**

The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council tax base, setting the Council tax and decisions relating to the control of the Council's borrowing requirements, the control of its capital expenditure and the setting of virement limits.

(c) **Housing Land Transfer**

Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.

4.02 Functions of the Full Council

Only the Council shall exercise the following functions:

- (a) adopting and approving changes to Parts 1 – 4 inclusive of the Constitution;

- (b) approving adopting or making changes that are likely to have a substantial impact or effect on the Policy Framework, the budget and any application to the Secretary of State in respect of any Housing Land Transfer;
- (c) subject to the urgency procedure contained in the Access to Information Procedure Rules in Part 4 of this Constitution, making decisions about any matter in the discharge of a Leader or Cabinet function which is covered by the Policy Framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the Policy Framework or contrary to/or not wholly in accordance with the budget;
- (d) appointing and removing the Leader of the Council;
- (e) agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments to them;
- (f) appointing representatives to outside bodies unless the appointment is a Leader or Cabinet function or has been delegated by the Council;
- (g) agreeing a Code of Conduct for Members;
- (h) adopting an allowances scheme under Article 2.05 (see also Part 6 of this Constitution);
- (i) changing the name of the area;
- (j) conferring the Freedom of the City;
- (k) confirming the appointment **or dismissal** of the Head of Paid Service;
- (l) confirming the dismissal of the Chief Finance Officer or the Monitoring Officer;**
- ~~(m)~~ making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or private Bills;
- ~~(n)~~ all local choice functions set out in Part 3 of this Constitution which the Council decides should be undertaken by itself rather than the Cabinet; and
- ~~(o)~~ all other matters which by law must be reserved to Council.

4.03 Council Meetings

There are three types of Council meetings

- (a) the annual meeting;
- (b) ordinary meetings;
- (c) extraordinary meetings (special);

and they shall be conducted in accordance with the Council Procedure Rules in Part 4 of this Constitution.

4.04 Responsibility for Functions

The Council shall maintain the tables in Part 3 of this Constitution setting out the responsibilities for the Council's functions which are not the responsibility of the Leader or Cabinet.

Scheme of Management - Responsibility for Council and Executive Functions

Introduction

This part of the Constitution sets out which parts of the Council are responsible for carrying out particular functions. All functions are the responsibility of either Full Council or the Executive.

Functions fall into three categories:

- (i) **Council functions:** (Functions, which are the responsibility of Full Council and **not** the Executive).
These functions may be exercised by the Council itself or delegated to a committee, sub-committee or officer. Such delegations will be set out in the terms of reference for that committee / sub-committee or recorded in the Officers' Scheme of Delegation.
- (ii) **Local Choice functions:**
These are functions which the Council can chose to discharge either through a committee / sub-committee or the Executive or delegate to officers.
- (iii) **Executive functions:** (Functions, which are the responsibility of the Executive and **not** Full Council)
These functions may be exercised by the Leader him/herself or delegated to the Cabinet, a committee of the Cabinet, or an individual Member of the Cabinet (Portfolio Holder) or officer, or another Local Authority. Such delegations will be set out in 3.1 below (Decision Making by Individual Cabinet Members) or the terms of reference for that committee / sub-committee or recorded in the Officers' Scheme of Delegation.

1. Council Functions

The Council is responsible for all matters relating to the Policy Framework as detailed in Article 4 namely:

Policy Framework

- Plans and Strategies
- Council's Corporate Plan
- Best Value Performance Plan
- Sustainable Community Strategy
- Crime and Disorder Reduction Strategy
- Development Plan Documents
- Housing Strategy(ies)
- Housing Investment Programme
- Climate Change Policy
- Licensing Policy Statement
- Gambling Statement of Principles
- Sex Establishment Licensing Policy
- Cultural Strategy
- Airport Strategy
- Joint Waste Strategy

In addition to the matters set out in Article 4.02, the Council has specifically reserved the following responsibilities for its determination:

- (1) Virements from the Council's approved Annual Revenue and Capital Budgets in excess of £100,000
- (2) Approval and allocation of the Council's annual borrowing limit
- (3) Approval of Treasury Management Strategies and Policies
- (4) The appointment of review boards under regulations made pursuant to Section 34(4) of the Social Security Act 1998
- (5) The duty to appoint an Electoral Registration Officer
- (6) The duty to appoint a Returning Officer for local government elections
- (7) The power to make temporary appointments to Parish Councils.
- (8) The power to submit proposals to the Secretary of State for an Order under Section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.
- (9) The power to make Standing Orders with regards to contracts.
- (10) The power to appoint **or dismiss** the Head of Paid Service.

(11) The power to dismiss the Chief Finance Officer or Monitoring Officer;

~~(11)~~(12) Any decision as to whether a casino is located in Gloucester

~~(12)~~(13) Any resolution for whole Council elections

~~(13)~~(14) Any change in the name of electoral areas

~~(14)~~(15) Those functions appearing in Schedule 4 to the Functions Regulations save to the extent as determined by the Council or as provided elsewhere in this Scheme of Delegation.

OFFICER EMPLOYMENT PROCEDURE RULES

(Revised 2015)

Comment [s1]: Revision following the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, which change local authorities' procedures for removing a senior officer.

1. Recruitment and Appointment

- (a) Declarations
 - (i) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or of the partner of such persons.
 - (ii) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Head of Service or an officer nominated by him/her.
- (b) Seeking support for appointment
 - (i) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
 - (ii) No Councillor will seek support for any person for any appointment with the Council.
 - (iii) No Councillor shall provide a reference for any person applying for a post within the Council.

2. Recruitment of Head of Paid Service, ~~Corporate Directors and Statutory Officers~~ Chief Officers and Deputy Chief Officers

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Where the Council proposes to appoint a ~~(Head of Paid Service), Chief Officer or other Statutory or Deputy Chief Officers~~, the Council will:

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- (a) Draw up a statement specifying:
 - (i) the duties of the officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) Make arrangements for a copy of the statement mentioned in paragraph 1 to be sent to any person on request.

(e) 'Chief Officer', 'Deputy Chief Officer' and 'Head of Paid Service' shall have the same meaning as in Section 2 of the Local Government and Housing Act 1989.

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3. Appointment of Head of Paid Service

The Full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a Panel of Council Members. That Panel must include at least one Member of the Executive and will be drawn from the Organisational Development Committee.

4. Appointment of ~~Corporate Directors and Statutory~~ Chief Officers and Deputy Chief Officers

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- (a) The Organisation~~al~~ Development Committee of the Council will appoint ~~Corporate Directors and Statutory~~ **Chief Officers and Deputy Chief** Officers. This Committee must include at least one Member of the Cabinet.
- (b) An offer of employment as a ~~Corporate Director~~ **Chief Officer** or ~~Statutory~~ **Deputy Chief** Officer shall only be made where no well-founded objection from any Cabinet Member has been received.

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5. Other Appointments

- (a) **Officers below ~~Corporate Director~~Chief Officer level.** Appointment of officers below ~~Corporate Director~~ **Chief Officer** level (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.
- (b) **Assistants to political groups.** Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

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6. Disciplinary Action

- (a) Suspension.** The Head of Paid Service, Monitoring Officer ~~and or~~ Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay for as short a period as possible.
- (b) Independent person.** ~~No other disciplinary action may be taken in respect of any of those officers except in accordance with a recommendation in a report made by a designated independent person (Regulation 7 – The Local Authorities (Standing Orders) (England) Regulations 2001).~~
- (eb)** Councillors will not be involved in the disciplinary action against any officer below ~~Director~~ **Chief Officer level** except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to Members in respect of disciplinary action.

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7. Dismissal

~~(a) In this paragraph~~

- ~~i. 'the 2011 Act' means the Localism Act 2011;~~
- ~~ii. 'Chief Finance officer', 'disciplinary action', 'Head of the authority's Paid Service' and 'Monitoring Officer' have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;~~
- ~~iii. 'Independent Person' means a person appointed under Section 28(7) of the 2011 Act;~~
- ~~iv. 'local government elector' means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the People Acts;~~
- ~~v. 'the Panel' means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;~~
- ~~vi. 'relevant meeting' means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer;~~

- vii. 'relevant officer' means the Chief Finance officer, Head of the authority's Paid Service or Monitoring Officer, as the case may be;
- (b) A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.
- (c) The authority must invite relevant Independent Persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.
- (d) In paragraph 7(c) above, 'relevant Independent Person' means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such Independent Persons as have been appointed by another authority or authorities as the authority considers appropriate.
- (e) Subject to paragraph 7(f) below, the authority must appoint to the Panel such relevant Independent Persons who have accepted an invitation issued in accordance with paragraph 7(c) above in accordance with the following priority order:
- i. A relevant Independent Person who has been appointed by the authority and who is a local government elector;
 - ii. Any other relevant Independent Person who has been appointed by the authority;
 - iii. A relevant Independent Person who has been appointed by another authority or authorities.
- (f) An authority is not required to appoint more than two relevant Independent Persons in accordance with paragraph 7(e) above but may do so.
- (g) The authority must appoint any Panel at least 20 working days before the relevant meeting.
- (h) Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular –
- i. Any advice, views or recommendations of the Panel;
 - ii. The conclusions of any investigation into the proposed dismissal; and
 - iii. Any representations from the relevant officer.
- (i) Any remuneration, allowances or fees paid by the authority to an Independent Person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that Independent Person in respect of that person's role as Independent Person under the 2011 Act.
- (j) Councillors will not be involved in the dismissal of any officer below ~~Corporate Director~~ Chief Officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to Members in respect of dismissals.

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Gloucester City Council

Meeting:	Organisational Development Committee	Date: 17 June 2015
Subject:	Cemeteries & Crematorium Service – Staffing Update	
Report Of:	Cemeteries & Crematorium Service Manager	
Wards Affected:	All	
Key Decision:	No	Budget/Policy Framework: No
Contact Officer:	Julienne Reeves, Cemeteries & Crematorium Service Manager	
	Email: Julienne.reeves@gloucester.gov.uk	Tel: 396893
Appendices:	None	

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To seek approval to recruit an additional grounds operative (non-permanent) and to formalise permanent contracts for two catering assistants.

2.0 Recommendations

2.1 **Organisational Development Committee** is asked to **RESOLVE** that;

- (1) The recruitment of one non-permanent member of grounds staff be approved;
- (2) The conversion to permanent contracts, of 2 zero hour contract Catering Assistants be approved; and
- (3) The recruitment of three zero hour contract catering assistants be approved.

3.0 Background and Key Issues

3.1 On the 3rd June 2015 Cabinet approved a scheme for the development and maintenance of a second Garden of Remembrance at Coney Hill Cemetery and Crematorium. The provision of this second garden is critical to ensure that the Cemeteries and Crematorium Service maintain the levels of income that have been achieved over the previous several years and meet its income target as set out in the Council's Money Plan.

3.2 Having undertaken phase 1 of the scheme it has been identified that an additional full time grounds operative will be required, and this report seeks approval to recruit to such a post on a non-permanent basis.

3.3 The current number of grounds staff covering the Cemeteries and Crematorium Service stand at 8.5 FTE. One of these members of staff is employed on a temporary basis whilst one is employed on an agency basis. Both these

arrangements are under review with a view to formalising these posts, pending the outcome of a review of the AMEY contract that might necessitate the need to offer re-deployment opportunities. It is envisaged that this review will be completed by October 2015.

- 3.6 The 8.5 FTE members of staff were deemed adequate for the existing service following a review into staffing levels which was completed in November 2014. However, phase 2 of the gardens project was not accounted for as part of the review and therefore did not include an assessment of the additional resource required for the planning and development of a second memorial area and the continuing maintenance need for another 500 individual memorial rose trees and associated items that the garden once filled, will contain.
- 3.7 The service is also responsible for day to day operations of The Arbor and Tea Rooms, with demand for both these facilities for wakes on the increase. For some months the increase in demand has resulted in some members of staff on zero hour contracts working regularised hours. However on days when there is the maximum number of wakes taking place, the service is in a potentially vulnerable position as staff are not obliged to attend work unless they are available.
- 3.8 Advice was sought from Human Resources on the issue and a time in motion study was carried out of catering staff. The study found that two Catering Assistants currently employed on zero hour contracts had for a period in excess of 6 months been working a consistent number of hours and days and their working pattern had become regularised.
- 3.9 The advice from Human Resources was that the two members of staff, both Catering Assistants currently on zero hour contracts, should be considered for a permanent contract of between 18.5 and 21 hours, and this report seeks approval to formalise this variation.
- 3.10 If this request were to be approved, it would be advantageous to recruit a small pool of additional zero hour contract Catering Assistants which would allow the Service Manager to cover annual leave and illness of those staff on permanent contracts. Having this flexibility in place is critical for business continuity as unlike many other Council services, postponing or cancelling a function (such as a wake or family gathering) would have both a significant financial and reputational impact.

4.0 Alternative Options Considered

- 4.1 Developing and maintaining a second Garden of Remembrance with the existing number of grounds staff was deemed too much of a risk due to the amount of work involved, particularly maintenance. The grounds of Coney Hill Cemetery and Crematorium are beautiful and not recruiting an additional grounds operative would place maintaining these high standards under pressure, not just affecting the gardens but the wider grounds for which the service has become synonymous with.
- 4.2 Consideration was given to the option of hiring an agency member of staff to oversee the garden development. However for reasons of cost, continuity and ownership this was decided against with the preferred option being a non permanent grounds operative allowing us the flexibility to review role as we move forward.

5.0 Reasons for Recommendations

- 5.1 To maintain levels of income generated through the Cemeteries and Crematorium service and to continue to provide beautiful looking grounds.
- 5.2 To provide families with the opportunity to continue to purchase memorials, and enable them to continue paying their respects in a memorial garden setting.
- 5.3 To provide a sufficient number of permanent Catering Staff, supported with a small pool of zero hour contract staff, to be able to confidently meet the growing demand for use of both The Arbor and Tea Rooms as a wake venue.

6.0 Future Work and Conclusions

- 6.1 Pending approval of the recommendations -
 - Human Resources would be notified of the decision and the service would commence recruitment of a non permanent grounds operative immediately;
 - In the case of Catering Staff, Human Resources have advised that both Catering Assistants would be written to notifying them of their change in contracts with the number of hours specified by The Cemeteries & Crematorium Service Manager being 20; and
 - If approved, Human Resources have already expressed their support to increase the pool of zero hour contract staff (catering) through recruitment given the nature of the service and the validity of the request.

7.0 Financial Implications

- 7.1 The revenue cost of a grounds operative over a 4 year period, when taking into account the income received by developing a second Garden of Remembrance, will see the Council maintain income in the region of £316,000. This is similar to phase 1 of the project so there is no reduction in income or profit as a result of this proposal.
- 7.2 In respect of varying the two Catering Assistants contracts to permanent, there is estimated to be a small saving of £220 per annum. Having these staff on permanent contract however will provide certainty in being able to resource functions and will see some efficiency savings as at present there are certain occasions when non catering staff within the service have to assist with these duties taking them away from their core work.

(Financial Services have been consulted in the preparation of this report.)

8.0 Legal Implications

- 8.1 No legal implications have been identified.

(Legal Services have been consulted in the preparation of this report.)

9.0 Risk & Opportunity Management Implications

- 9.1 The two proposals contained within this report will allow the crematorium to continue to provide memorial offerings within beautiful grounds. In addition it will provide the service with more certainty in meeting business demands of the facility as a wake venue.

10.0 People Impact Assessment (PIA):

- 10.1 The PIA screening process was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

- 11.1 N/A

Sustainability

- 11.2 N/A

Staffing & Trade Union

- 11.3 Pending approval by the Organisational Development Committee, the recruitment process will be carried out in line with the Council's relevant policies, procedures and protocols, with support from HR.

Background Documents: None