

# Gloucester City Council

<b>Meeting:</b>	<b>Special Organisational Development Committee</b>	<b>Date:</b>	<b>26 June 2014</b>
<b>Subject:</b>	<b>Review of Corporate Support – consultation responses and final proposal</b>		
<b>Report Of:</b>	<b>Corporate Director of Resources</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Tanya Davies, Democratic and Electoral Services Manager</b>		
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<b>Appendices:</b>	<b>1. Proposals - Consultation Document</b>		
	<b>2. Consultation responses and final proposal</b>		

## 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 changes to Corporate Support team, which is part of Democratic and Electoral Services. The report seeks approval for the proposed structure.

### 2.0 Recommendations

- 2.1 Organisational Development Committee is asked to **RESOLVE** that the proposed structure for the Corporate Support team, set out in Appendix 2 to the report, be agreed.

### 3.0 Background and Key Issues

- 3.1 Proposals to realign the Corporate Support team were presented to staff on 22 January 2014 by Penny Williams, Interim Democratic and Electoral Services Manager (see Appendix 1). This was the start of a period of consultation with both staff and recognised Trade Unions, with the close of the consultation being on the 19 February 2014.
- 3.2 As a result of the consultation, 5 responses were received from staff. The proposals were also presented to the Trade Union Consultation Meeting and Employee Forum for comment.
- 3.3 Since the consultation period ended there have been a number of organisational changes that affect the Corporate Support team and these are highlighted in Appendix 2. In light of these changes, and the consultation responses received from

staff, the proposals have been reviewed. The responses contained in Appendix 2 explain how these have been considered and the final structure arrived at.

- 3.4 Having considered the comments received; there has been a change to the structure proposed for consultation. The original document proposed a reduction in the number of FTE Corporate Support Officers from 4 FTE to 3 FTE. The final proposed structure sees a reduction in the number of FTE Corporate Support Officers from 4 FTE to 2.5 FTE.
- 3.4 It is acknowledged that the ongoing uncertainty brought about by these changes can be worrying for those staff involved, and HR and senior managers will continue to offer support.
- 3.5 It is proposed to carry out the competitive ring-fenced selection process for the 2.5 FTE Corporate Support Officer posts as soon as possible. Details of the selection process are given in Appendix 2.

#### **4.0 Alternative Options considered**

- 4.1 The proposed structure of the service is designed to provide the appropriate level of resource in light of organisational changes and changes to the Corporate Support Team's workload.
- 4.2 As such, no alternative proposals were considered to be viable.

#### **5.0 Reason for Recommendations**

- 5.1 The proposals for the realignment of Corporate Support provide the City Council with a service that is able to support the realigned Senior Management Team, the Leader of the Council and the Mayor and Deputy Mayor/Sheriff. The new structure recognises the preferred ways of working and ensures the appropriate level of resourcing required to maintain a high-performing and effective Corporate Support Team. It is recommended, therefore, that the proposals be adopted.

#### **6.0 Future Work and Conclusions**

- 6.1 On approval of the proposed structure, the selection process will commence in accordance with the timetable detailed in Appendix 2.

#### **7.0 Financial Implications**

- 7.1 This service review will result in a salary saving of £34,782 (£45,217 with estimated 30% on costs), which will remain in the budget until the completion of a review of the rest of the Democratic and Electoral Services Team. At this time, any savings identified across the service as a whole will be offered as a budget saving.

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

## **8.0 Legal Implications**

8.1 There are no legal implications from this proposal.

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

## **9.0 Risk & Opportunity Management Implications**

9.1 The proposed structure offers the appropriate level of resource to ensure an efficient and effective Corporate Support Team and as such, there are no risks associated with the proposals.

## **10. People Impact Assessment (PIA)**

10.1 A PIA has been completed with no positive or negative impacts.

## **11. Other Corporate Implications**

### Community Safety

11.1 Not Applicable

### Sustainability

11.2 Not Applicable

### Staffing and Trade Unions

11.3 All staff affected by these changes, together with the recognised Trade Unions, have been consulted throughout this process.

**Background Documents:** None