

<b>Meeting:</b>	<b>Employee Forum</b>	<b>Date:</b>	<b>26 June 2014</b>
	<b>Organisational Development Committee</b>		<b>26 June 2014</b>
<b>Subject:</b>	<b>Restructure Financial Services – Consultation responses and Final Proposal</b>		
<b>Report Of:</b>	<b>Head of Finance</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
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<b>Appendices:</b>	<b>1. Proposed Revised Structure</b>		
	<b>2. Current Structure</b>		

## FOR GENERAL RELEASE

Note: The special circumstances for non-compliance with Access to Information Rule 5 and Section 100B (4) of the Local Government Act 1972 (as amended) (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were that consultation with staff and Trade Unions was not finalised in time to meet the publication deadline.

### 1.0 Purpose of Report

- 1.1 The report sets out details on the proposed minor changes to Financial Services service. The report seeks the approval for the proposed structure.
- 1.2 Appendix 1 highlights the revised structure.

### 2.0 Recommendation

- 2.1 Organisational Development Committee is asked to **RESOLVE** that the proposed minor restructure for the Financial Services team set out in Appendix 1 to the report be agreed.

### 3. Background and Key Issues

- 3.1 The realignment of the Financial Services team was presented to staff on 11<sup>th</sup> November 2013 and was approved by Organisational Development Committee on the 21<sup>st</sup> January 2014.
- 3.2 Subsequent to this restructure a further review has been undertaken by Head of Financial Services.

- 3.3 The proposed changes are the removal of the Systems Accountant role (Grade I) and the upgrade of the Systems Technician (Grade E) to a Systems Officer role (Grade F/G). As part of this minor restructure it is proposed to add a Accountancy Trainee role (Grade B/C/D) to enable employment development opportunities and eventual career progression. The trainee role would work across all areas of the service.
- 3.4 This review has highlighted that the required systems controls can be maintained with the current Management/Financial Accountant roles and upgrade of the Systems Technician to Systems Officer. One of the key areas highlighted in the initial restructure was ensuring the correct controls were put in place, this restructure will deliver these aims.
- 3.5 The Systems Accountant post is currently vacant. The Systems Technician role will be assimilated into the Systems Officer role.
- 3.6 The Accountancy Trainee post will be advertised initially internally and then if required externally.

#### **4. Alternative Options considered**

- 4.1 The proposed structure of the service is designed to provide the council with the right level of financial support to meet all challenges going forward.

#### **5. Reason for Recommendations**

- 5.1 The proposals for the minor subsequent realignment of Financial Services is as a result of lessons learned and will still provide a resilient service to the Council. It is recommended, therefore, that the proposals be adopted.

#### **6. Financial Implications**

- 6.1 The proposal will deliver savings of £15,000 per annum. This will contribute to the £70,000 per annum required of the service from 2015/16 onwards as identified in the Money Plan approved by Council on 26<sup>th</sup> February 2014.

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

#### **7. Legal Implications**

- 7.1 There are no legal implications from this proposal.

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

#### **7. Risk & Opportunity Management Implications**

- 7.1 The Council must identify ongoing savings within its revenue budget. The implementation of these proposals will ensure that the service is able to support the delivery of these challenges.

**8. People Impact Assessment (PIA)**

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

**9. Other Corporate Implications**

Community Safety

9.1 Not Applicable

Sustainability

9.2 Not Applicable

Staffing and Trade Unions

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

**Background Documents:** None