

**Re-alignment of Environmental Planning & Neighbourhood Management Services**

**Consultation Feedback**

No	Comment	Response
1	Errors with grading and hours of posts within consultation document	Noted. The detail provided in the consultation report was taken from information held by Finance which we have since learnt differed to that held by Payroll. Amendments have been made to the consultation document and individuals have been both spoken to and will also be written to with correct details.
2	Deletion of Environmental Coordinator role indicates a lack of commitment to this area of work	The proposed deletion of this post takes into account the fact that many if not all of its duties and responsibilities can be undertaken naturally by other services such as Private Sector Housing, Asset Management and Finance/Procurement. The post of Neighbourhood Management Service Manager will be charged with responsibility for ensuring the Council champions relevant environmental issues and policies, so there is no intention to downgrade this aspect of the Councils work.
3	Potential use of more consultants	There is no intention to amend job descriptions, duties or roles for those Environmental Planning staff impacted by this proposal. It is recognised that the input provided by those Officers to Development Control and Planning Policy is both important and critical.
4	S106 monies should not be spent on salaries	A formal Cabinet decision was taken during 2014 that approved the use of s.106 monies attributed to landscaping schemes, to fund the post of Landscape Architect. The primary responsibility of this post is to negotiate, agree, oversee and deliver landscaping schemes on new developments. The level of contributions associated with this work will be monitored and reviewed moving forward.
5	Allotment work not being done would jeopardise this work	The proposal document is not recommending or suggesting that work in respect of Allotments ceases and indeed the provision of public allotments where they exist is a statutory requirement. The proposal simply confirms the intention to utilise income from allotment fees to fund the Allotment Officer post. The income received in respect of allotments is both sufficient and consistent to fund this post. It is also our intention to benchmark our fees against other LA's during 2016/2017 in order to look at the possibility of increasing this revenue stream.
6	Unison highlighted that the Environmental Planning Services Manger would be assimilated into the post of Neighbourhood Management Services Manager which would be graded higher despite the post having no additional responsibilities	The post of Environmental Planning Services Manager carries a grade I. The amended post of Neighbourhood Management Service Manager is proposed to carry the grade of Job Size 1. This grading is indicative and the post will need to be HAY evaluated should the proposal be approved. The amended grade is reflective of the fact that the post will have overview responsibility for both the grounds maintenance and streets element of the AMEY Contract which totals in excess of £2,000,000 of resource.
7	Unison commented that it was unfair the Interim Neighbourhood Services Manager (NSSM) had not been invited to apply for the permanent post.	The role of Interim Neighbourhood Services Manager is not a substantive post and as such it does not provide the interim post holder with an opportunity to be included in a ring-fence for the post of NSSM. In addition the amended post of NSSM has been reviewed against the original Environmental Planning Services Manager and has been assessed as meeting the 60% criteria required for assimilation.
8	It was noted that suggestions had been received to amalgamate the vacant Community Safety post with the Neighbourhood Management Team	This has been discussed with The Head of Public Protection and there is agreement that there are synergies between the work of Community Safety and Neighbourhood Management. Given some of the sensitivity around work currently being carried out by Community Safety, it is important that developing projects in partnership with other agencies is not impacted by change. No merging of these teams is proposed.
9	Unison questioned where the Amey Client Officer would sit within the proposed structure	This proposal does not affect or impact the Business Improvement Officer with responsibility for the AMEY contract. This post will remain as is, including where it sits.
10	The Green Team do have planning responsibilities that need to be easily fulfilled with the planning team.	The proposal will not reduce or lessen the planning related responsibilities officers carry out and this will continue to form a key part of those roles.
11	UNISON would like to see job description for three proposed NM posts so that it makes overseeing these staff easier	Job descriptions for Neighbourhood Managers will remain unchanged as it is crucial that the roles are interchangeable. Once a final structure has been implemented the Head of Neighbourhood Services in conjunction with the Neighbourhood Management Services Manager will review the roles and responsibilities of the three posts in order to prioritise around current need.
12	Possibility of job sharing NM posts	We would be open to discuss the option of a job share arrangement but we would need to ensure that such an arrangement met the need of the Council. Ideas around job sharing should be communicated to the Head of Neighbourhood Services.

13	Saving proposal lists £125 whereas target is £ 100 could we not delay £25 until next year as this may happen naturally	The aim of this proposal is to try and bring stability to this particular set of services for the next 24 – 36 months. Making additional savings now will put us in a stronger position when future savings plans are developed. This should not be mistaken for making changes for changes sake however as the proposal is deemed to be operationally deliverable and the process has focussed around service efficiencies.
14	Risk to Planning Services (JCS and City Plan) from Green Team going in with NM – GENERAL	The JCS enquiry, development of JCS and development of the City Plan are key priorities for our Council and the positioning of officers who have links with planning in a Neighbourhood Management environment will not place these projects at risk. They will remain a priority and will be given the necessary level of resource.
15	Service believed to be unnecessary	The Council will still operate a Development Control and Planning Policy team and those officers who input into the work of those teams as technical specialists will not have their roles diminished by either proposal.
16	Loss of Environmental Coordinator role does not leave capacity for environmental related activity	See No 2
17	Neighbourhood management taking up time that will impinge on planning	During a recent review Neighbourhood Managers roles were reviewed and added responsibility was provided to them and this provided a very clear onus on managing and taking responsibility for workloads and work areas. This will ensure that the NSSM and his/her officers will have no need to become involved in core neighbourhood management work in normal circumstances.
18	Neighbourhood Manage Service Manager may need post that manages neighbourhood managers as very onerous	In an original proposal discussed at Senior Management Team such a structure was discussed. There was agreement however that a Service Managers primary responsibility is to manage and to have a number of Senior Officers supporting such a post is not an efficient use of resources.
19	Neighbourhood Support Officers Posts are hugely important and grade should reflect that	It is acknowledged that these posts have developed over time and they play a critical role in the delivery of the teams work. They do carry a grade however that is reflective of the roles and responsibilities of the most recent version of the Job Description. Once a new structure is in place relevant managers will be asked to sit down with these post holders to review their duties and responsibilities.