

<b>Meeting:</b>	<b>Organisational Development Committee</b>	<b>Date:</b>	<b>21 December 2015</b>
<b>Subject:</b>	<b>Delivering a Dynamic Corporate Support Service – Consultation responses and Final Proposal</b>		
<b>Report Of:</b>	<b>Managing Director</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. Original consultation document</b>		
	<b>2. Feedback on comments received and revised proposals</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 This report sets out details of the consultation and feedback on the comments received during the period of consultation on the proposed changes to Corporate Support team, which is currently part of Democratic and Electoral Services. The report seeks approval for the proposed structure, which has been revised as a result of the feedback received.

### 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 review the Corporate Support team were presented to staff on 27 October 2015 by the Democratic and Electoral Services Manager and the details of the proposals are outlined in 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 13 November 2015.
- 3.2 As part of the proposals, staff were asked to complete a Working Hours request to indicate their preferred working arrangements within the proposed structure. This was particularly relevant as the organisation was aware that the two members of the team currently on maternity leave had expressed a desire to return to work on a part-time basis.

- 3.3 As well as formally consulting the affected staff, the proposals were circulated for comment to the current Mayor and Sheriff, the Leader of the Council, Group Leaders and the Senior Management Team.
- 3.4 One joint response was received from staff and responses to the points raised are detailed in Appendix 2.
- 3.5 The proposals were also presented to the Trade Union Consultation Meeting and Employee Forum for comment. Trade Unions were generally supportive of the proposals, but questioned the additional costs and the need for a service review only 12 months after the last one. Members were also supportive, noting that aligning support for the Mayor and Sheriff with the wider Members' support function within the Democratic and Electoral Services Team would be beneficial.
- 3.6 As a direct result of the feedback received, the proposals were revised specifically to enable the new Team Leader post to be undertaken on a part-time or job-share basis (see Appendix 2). A further period of consultation was undertaken with staff and Trade Unions and individual meetings took place with staff.
- 3.7 No further changes have been proposed as a result of the additional consultation or meetings with staff and the final proposal is that which is contained in Appendix 2.
- 3.8 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.

#### **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 A number of options were considered during formulation of the original proposal and the proposals have been revised in light of the feedback received; this demonstrates that significant thought has been given to the appropriate structure and working arrangements for the team.

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

- 5.1 The proposals for the review of Corporate Support will provide the City Council with a service that is able to support the realigned Senior Management Team and Leader of the Council. The new structure ensures the appropriate level of resourcing required to maintain a high-performing and effective Corporate Support Team.

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

- 6.1 On approval of the proposed structure, the selection process for the Team Leader post will commence as this will directly impact upon the process for awarding the CSO posts.

## **7.0 Financial Implications**

- 7.1 The cost of the proposed structure is approximately £92,000, requiring an additional budget of approximately £15,000. £12,000 was held over from the previous review of the service, earmarked for other service review intentions in the wider Democratic and Electoral Services Team that were subsequently not progressed. Therefore, additional budget of approximately £3,000 is required to fund to proposed structure and this will come from existing budgets. The exact cost of the revised structure will be dependent on the basis upon which the Team Leader role is undertaken (full-time, part-time or job-share).

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

## **8.0 Legal Implications**

- 8.1 There are no legal implications associated with this proposal, other than relevant Human Resources matters, for which support is being provided from the Shared HR Service.

(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.
- 9.2 There is a risk that individuals will fall outside of the posts available based upon the changes to the hours and days that they would like to work; however, as there are enough hours available within the CSO 2 FTE available, this is not considered to be a significant risk.

## **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.

- 11.4 A meeting was held with all affected staff at the beginning of the consultation process, to which Trade Union representatives were invited, and following circulation of the revised proposals, individual meetings were held with each member of staff.
- 11.5 Trade Unions had the opportunity to comment on the proposals at the Trade Union Consultation Meeting on 10 November 2015 and the Employee Forum meeting on 12 November 2015. The comments received were generally supportive and no written comments have been received.

**Background Documents:** None