

Swindon Borough Council

Special Committee

Monday, 15 December 2014

Function Room, Civic Offices (Anticipated meeting room)

At 5.00 p.m.

Conservative Councillors

David Renard (Chair)
Fionuala Foley
Garry Perkins
Brian Mattock (Vice-Chair)
Dale Heenan

Deputies: *All other
Cabinet Members*

Labour Councillors

Jim Grant
Junab Ali
Steve Allsopp

Deputies: *All other
Labour Shadow Cabinet
Members*

Liberal Democrat Councillors

Stan Pajak

Deputies: *All other Liberal
Democrat Members*

(Copies to all other Members of the Council – For Information)

Committee Officer: Ian Willcox (Telephone: 01793 463601)

email: iwillcox@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street,
Swindon, SN1 2JH (Telephone 01793 445500)

Access Arrangements - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

AGENDA

PART 1 (PUBLIC ITEMS)

1. Apologies for Absence.

2. Declarations of Interest.

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes. (Pages 1 - 2)

To receive the minutes of the meeting held on 21st October 2014.

4. Public Question Time.

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

5. Adjustments to the Organisational Structure. BDSD (Pages 3 - 10)

Date of Despatch: 05 December 2014

Key:

Officers:

CE	-	Chief Executive
BDC	-	Board Director Commissioning (DCS/ DASS)
BDSD	-	Board Director Service Delivery
BDR	-	Board Director Resources (Section 151 Officer)
DLDS	-	Director of Law and Democratic Services (Monitoring Officer)
HPC	-	Head of People and Change

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.

(<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website (<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

Special Committee - Terms of Reference

The Special Committee shall have delegated to it the power to act for the Council on the advice of the Chief Executive on any policy decision or any particular matter that is urgent and necessary in the best interests of the Council.

The quorum of the Committee shall be three.

Deputy Members may be appointed at the Annual or any meeting of the Council.

Minutes of any proceedings of this Committee shall be submitted to the Council.

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SPECIAL COMMITTEE

TUESDAY, 21 OCTOBER 2014

PRESENT:- Councillors David Renard (Chair), Fionuala Foley, Jim Grant, Garry Perkins, Brian Mattock (Vice-Chair), Junab Ali, Steve Allsopp, Ann Richards (Deputy) and Emma Faramarzi (Deputy).

Apologies for absence were received from Councillors Stan Pajak and Dale Heenan.

7. **Declarations of Interest**

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

8. **Minutes**

Resolved –That the minutes of the meeting held on 15th September 2014 be confirmed and signed as a correct record.

9. **Public Question Time**

No public questions were asked under Standing Order 28.

10. **Mobile Homes Act 2013**

The Acting Director of Public Health submitted a report concerning the Council's obligations under the Mobile Homes Act 2013 and setting out proposed delegated powers necessary for officers to effectively discharge these obligations, including the use of new enforcement powers to secure site licence holder compliance and the application of an appropriate schedule of fees.

The Environmental Services Manager explained why it had been necessary to seek the Council's approval for new officer delegations required to enable the Council to meet its obligations under the Mobile Homes Act 2013. He advised that the schedule of fees had been developed so that it would recover the actual costs associated with the implementing the requirements of the legislation. The schedule of fees established a framework that could be applied to any site, to changes to sites, and to any new Mobile Home sites.

Resolved – (1) That the Council's obligations under the Mobile Homes Act 2013 be noted.

(2) That the schedule of fees set out in Appendix 1 to the report of the Acting Director of Public Health be approved for licensing and for the service of Enforcement Notices under the provisions of the Mobile Homes Act 2013 as follows:-

(a) A licence fee for applications to grant, or transfer a licence, or an application to alter the conditions on a licence;

(b) An annual licence fee for administering and monitoring licences (including existing);

(c) Compliance Notices in respect to any breach of site conditions (Councils are at liberty to charge site-owners in order to recover costs, should this action be warranted); and

(d) Fees for the deposit of site rules.

(3) That the powers contained in the Mobile Homes Act 2013 be delegated by the Council to the Director of Public Health for their use by officers, as necessary, to carry out the Council's obligations under the Mobile Homes Act 2013, and that this include any future fee setting in accordance with the methodology contained in Appendix 1 to the report of the Acting Director of Public Health.

(4) That the fee schedule as set out in Appendix 1 to the report of the Acting Director of Public Health for 2013/14, be implemented as from 1st November 2014 and be charged in respect of any fees due during this year (2014).

(5) That the Director of Law and Democratic Services be authorised to make the necessary changes to the Council's Constitution and Scheme of Delegations to enable the Director of Public Health to carry out the Council's obligations under the Mobile Homes Act 2013 as referred to in the report of the Acting Director of Public Health and its Appendix 1.

11. Adjustments to Organisational Structure

The Chief Executive submitted a report concerning (a) proposed changes to the Council's management structures and accountabilities following a review of the Council's support services undertaken as a consequence of the reintegration of Swindon Commercial Services Ltd (SCS) and Capita PLC staff, and (b) an update on the Council's One Swindon transformation agenda and the progress of the development of a Transformation Hub.

The Chief Executive commented on the background to the review of support services and on the circumstances whereby the Council and its partners had been unable to progress the establishment of a One Swindon Transformation Hub. He confirmed that it was his belief that all the One Swindon partners remained committed to the One Swindon Transformation agenda. He advised that the changes in structure proposed would support transformation and new ways of Council working and in particular place additional emphasis on data, performance and engagement. He explained that this report concentrated on the Council's support services and that the Board Director, Service Delivery would be submitting a similar report to a future meeting of the Special Committee on the proposed structure to be adopted following the implementation of the Leisure Options Appraisal. He would ask the Board Director, Service Delivery, to provide Committee members with an update on progress prior to the formal submission of a committee report.

Resolved – (1) That the Special Committee, on behalf of Council, approves–

(a) the changes in accountabilities and structure for Board Directors and other senior posts as referred to in paragraphs 3.15 to 3.17 of the Chief Executive's report;

(b) that, following formal consultation with affected staff where required, the Chief Executive be authorised to take the necessary steps to implement the revised senior management structure as soon as practicable, noting that detailed structures will be developed by the responsible Board Director and Head of Service; and

(c) the Director of Law and Democratic Services be authorised to amend the Council's Constitution accordingly.

(2) That it be noted that, for the reasons detailed in paragraph 3.4 of the Chief Executive's report, the implementation of a One Swindon Transformation Hub, while still remaining an ambition, will not be progressed for the time being.

Adjustments to Organisational Structure

Special Committee

Date: 15th December 2014

Author:	Board Director, Service Delivery and Head of People and Change
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To seek Special Committee's endorsement, on behalf of the Council, to
 - 1.1.1 Changes to Tier 1 and 2 accountabilities as a result of the departure of the Head of Leisure, Libraries, Culture and Traded Services on 31 December 2014 and
 - 1.1.2 Amend the job title for Head of Planning and Regulatory Services as a result of the additional accountabilities due to these changes.
 - 1.1.3 Amend the job title for Head of Finance and Strategic Projects, following the agreed changes to the Resources structure and the additional accountabilities now held by this role.
- 1.2 The Council or its Special Committee is required to approve changes to the Council's management structure which is set out in Part 7 of the Council's Constitution.

2. Recommendation

The Special Committee is recommended, on behalf of the Council, to:

- 2.1 Endorse the changes in accountability of Board Directors and other senior posts, as set out in paragraphs 3.3.1 to 3.3.11 of the report, as a result of the departure of the Head of Leisure, Libraries, Culture and Traded Services;
- 2.2 Agree the change in job title of the Head of Planning and Regulatory Services to the Head of Planning, Regulatory Services, Heritage and Libraries;
- 2.3 Note the outcome of the consultation process in relation to the proposals agreed by the Special Committee on 21 October 2014 which are to be implemented with effect from 16 December 2014;
- 2.4 Agree the change in job title of the Head of Finance and Strategic projects to the Head of Finance and Change.
- 2.5 Authorise the Director of Law and Democratic Services to amend the Council's Constitution accordingly.

Further information on the subject of this report can be obtained from Nicola Houwayek, nhouwayek@swindon.gov.uk.

Adjustments to Organisational Structure

Special Committee

Date: 15th December 2014

3. Detail

- 3.1 The Head of Leisure, Libraries, Culture and Traded Services, based in Service Delivery, will be leaving the Council's service on 31 December 2014.
- 3.2 There are 11 teams within this Service area and a structure chart is attached as **Appendix 1**.
- 3.3 The arrangements for the relocation of teams are as follows:

Leisure and Sport

- 3.3.1 The *Leisure and Golf* teams (with the exception of Highworth Recreation Centre at this stage) have transferred to GLL and Twigmarket, respectively.
- 3.3.2 A single *Leisure Manager* post has been established to cover the remaining, but significant, areas of Leisure work that have not been transferred to GLL and Twigmarket, and this post will be based in the Delivery Planning Service.
- 3.3.3 The *Sports Participation and Health Improvement* team has moved to Localities, but also be working in close collaboration with Public Health.

Libraries

- 3.3.4 *Libraries* have been transferred to the Delivery Planning Service.

Culture

- 3.3.5 *Museums and Heritage* have also transferred to the Delivery Planning Service.

(NB: It is planned to merge Libraries, and Museums and Heritage, initially at Tier 3 level, into a Libraries and Heritage Service).

- 3.3.6 In light of these changes in accountabilities for the existing Head of Planning and Regulatory Services, it is proposed to retitle this role Head of Planning, Regulatory Services, Heritage and Libraries (See Appendix 2).

Traded Services

- 3.3.7 The *Schools HR* team has moved to Business Support and are now working jointly with the former Capita HR Admin team.
- 3.3.8 The *Governor Support* team has transferred to Education.
- 3.3.9 The *Music Service* now reports on an interim basis to the Head of Economy and Skills, and will subsequently transfer to Education.

Further information on the subject of this report can be obtained from Nicola Houwayek, nhouwayek@swindon.gov.uk.

Adjustments to Organisational Structure

Special Committee

Date: 15th December 2014

3.3.10 *Plas Pencelli Outdoor Education Centre* – it is proposed that this will work alongside the Commissioner – Education Place Planning and Admissions within Education. Confirmation of this proposal will be given at the meeting on 15 December.

3.3.11 The *Schools ICT Manager* has transferred to the IT service area.

3.3.12 The *Traded Services Co-ordinator* has transferred, at least initially, to Business Support.

Resources Structure – Finance and Strategic Programmes

- 3.4 At its meeting on 21 October 2014, the Special Committee approved proposed changes in accountabilities and structure for Board Directors and other senior posts as referred to in the Chief Executive's report (Minute 11 refers). Formal consultation with staff has since been undertaken and progress is being made in putting in place the approved structure.
- 3.5 Feedback resulting from the consultation highlighted no substantive opposition from staff to the changes and was mostly seeking clarification around specific functions. Accordingly, the changes will be implemented with effect from 16 December 2014.
- 3.6 Feedback was received from two separate groups of staff within the Finance and Strategic Programmes division that they did not feel that this title reflected well the nature of the work they undertake, which is not directly related to strategic programmes but is integral to driving change across the Council.
- 3.7 Following consideration of alternatives, it is proposed that the function be re-titled "Finance and Change", with the role leading the function being Head of Finance and Change.

4. Alternative Options

- 4.1 The Council could determine to reallocate responsibilities in some other way. However, these changes in accountability aim to achieve the current "best fit" for each of the teams previously located within Leisure, Libraries, Culture and Traded Services and to respond to consultation feedback. It is recognised that, as the organisation evolves, particularly in response to significant budget challenges ahead, accountability may change in respect of some of the above teams.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no specific financial implications arising from this proposal, as the funding available is determined through the wider budget process.

Further information on the subject of this report can be obtained from Nicola Houwayek, nhouwayek@swindon.gov.uk.

Adjustments to Organisational Structure

Special Committee

Date: 15th December 2014

Legal and Human Rights Implications

- 5.2 All legal and human rights implications have been taken fully into account in compiling this report. It is considered that the recommendation of this report is compatible with Convention rights.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 It is not considered that there are any specific implications of these changes in these areas. However, the new accountability arrangements will be closely monitored.

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment has not been undertaken for this report, as it is not envisaged that the changes in accountability would have a detrimental impact on services.

Risk Management

- 5.5 The risks and opportunities associated with the changes to the organisation structure have been assessed and considered.

6. Consultees

The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

None

8. Appendices

Appendix 1 – Structure chart for Leisure, Libraries, Culture and Traded Services service area

Appendix 2 – Structure Chart for Resources

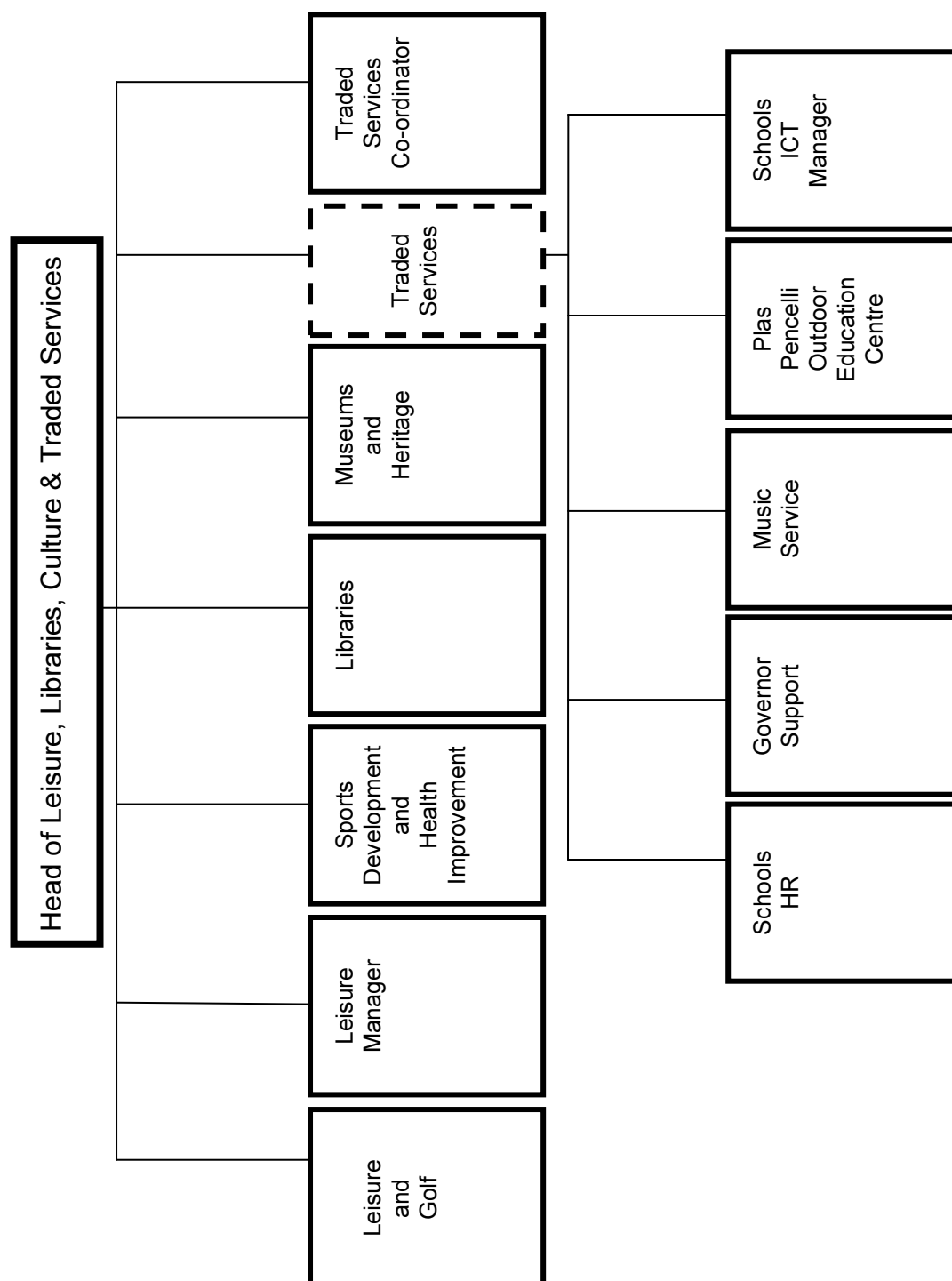
Adjustments to Organisational Structure

Special Committee

Date: 15th December 2014

APPENDIX 1

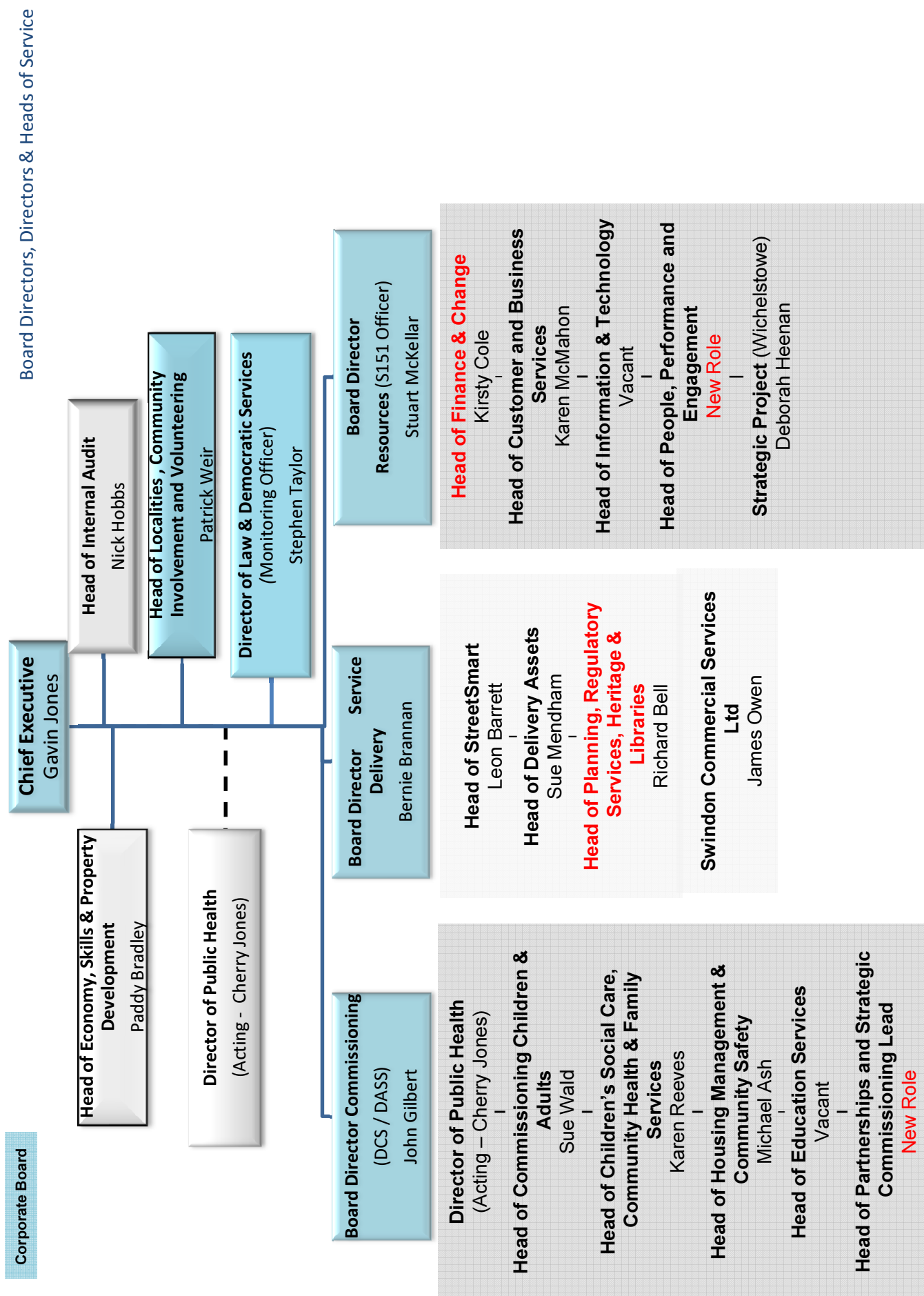
STRUCTURE CHART FOR LEISURE, LIBRARIES, CULTURE & TRADED SERVICES



Further information on the subject of this report can be obtained from Nicola Houwayek, nhouwayek@swindon.gov.uk.

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Appendix 2



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