

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.

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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.

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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.

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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

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APPENDIX 1

STRUCTURE CHART FOR LEISURE, LIBRARIES, CULTURE & TRADED SERVICES

