

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**PERSONNEL COMMITTEE**

**25<sup>TH</sup> JUNE 2018**

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE & CHIEF DIGITAL OFFICER**

**Matter for Decision**

**Wards Affected: All**

**Report Title:**

**Proposal to amend the staffing structure within the Corporate Strategy Team**

**Purpose of the Report:**

1. The purpose of this report is to seek Members approval to amend the staffing structure within the Corporate Strategy Team of the Chief Executive's Directorate.

**Executive Summary:**

2. Since 2016, there has been a change in the focus of the work being undertaken within the Corporate Strategy Team. A significant part of this work has been in response to new statutory requirements from the Welsh Government, the introduction of a new performance management system and increasing workloads associated with the Military Covenant, together with new areas of policy work set out in the approved Corporate Plan. This report makes proposals to change the establishment of the Corporate Strategy Team to ensure these requirements are met, other Council priorities are delivered efficiently and effectively and a contribution is made to Directorate financial targets.

## **Background:**

3. The Interim Corporate Policy & Democratic Services Manager has undertaken a review of the Team. The following recommendations are made following consultation with both staff and Trade Unions and in accordance with the Council's Management of Change Policy. The 30 day consultation period with staff and their representatives commenced on the 21<sup>st</sup> May 2018 and concluded on the 20<sup>th</sup> June 2018.

Feedback received during the consultation period has been considered. Whilst it was initially proposed that a Modern Apprentice post would be created within the team, following staff concerns about capacity to support and supervise the apprentice, this proposal has been withdrawn.

## **Proposal:**

4. It is proposed to make the following amendments to the Corporate Strategy Team staffing structure:
  - Re-designate one of the Performance Management Officers to a Corporate Policy Officer post at the same grade (Grade 8) which will support the development and delivery of the Council's Corporate Plan by undertaking specific policy development, implementation and evaluation work.
  - Delete the Grade 9 Development Officer post which was initially created to support the development of the Older Persons Strategy but in recent times has been refocused to support the Military Covenant work. Create a Grade 8 Regional Armed Forces Covenant Liaison Officer post (Grant funded by the Ministry of Defence) for two years) to lead on the strengthening of the delivery of the Armed Forces Covenant work across Neath Port Talbot, Swansea and Bridgend local authorities.
  - Delete the Grade 4 Research & Analysis Technician post as the activities will be automated when the Council's new corporate performance management software (CAMMS) is fully implemented.
  - PSB Co-ordination to be transferred to the Head of Substance Misuse Strategy & Development.

In addition to the above proposed changes, there will be limited impact on the following posts in the current structure. It is proposed to delete those posts and assimilate the current post holders into the revised posts as a 80% match in line with the Management of Change Policy:

- Grade 10 Corporate Strategy & Performance Manager – assimilated to Grade 10 Corporate Policy & Performance Manager
- Grade 8 Performance Management Officer – assimilated to Grade 8 Corporate Performance Management Officer
- Grade 8 Equalities & Engagement Officer – assimilated to Grade 8 Corporate Policy Officer (Equalities and Welsh Language)

All changes to the staffing structure will be ring fenced to the existing Corporate Strategy Team.

#### **Financial Impact:**

5. The cost of the proposed changes will be met from the existing budget, and the proposal will result in a budgetary saving of £41,949.

#### **Equality Impact Assessment:**

6. An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

#### **Workforce Impacts:**

7. This will have a positive impact upon the service, ensuring greater resilience. However, there is one less post in the proposed structure to the current structure and it will therefore be necessary to redeploy one of the staff to alternative employment within the Council.

### **Legal Impacts:**

8. The changes are being carried out in accordance with employment law and associated Council policy and procedure.

### **Risk Management:**

9. There is a risk of compulsory redundancy for one staff member if redeployment is not secured.

### **Consultation:**

10. There is no requirement under the Constitution for external consultation on this item.

### **Recommendations:**

11. It is **RECOMMENDED** that Members **APPROVE** the following:
  - Re-designate a Performance Management post as a Corporate Policy Officer post at Grade 8
  - Delete a Grade 9 Development Officer post
  - Create a Grade 8 Regional Armed Forces Covenant Liaison Officer post (Grant funded for two years)
  - Delete a Grade 4 Research & Analysis Technician post
  - Delete a Grade 8 Performance Management Officer post
  - Grade 10 Corporate Strategy & Performance Manager is assimilated to Grade 10 Corporate Policy & Performance Manager
  - Grade 8 Performance Management Officer is assimilated to Grade 8 Corporate Performance Management Officer
  - Grade 8 Equalities & Engagement Officer is assimilated to Grade 8 Corporate Policy Officer (Equalities and Welsh Language)

### **FOR DECISION**

### **Reasons for Proposed Decision:**

12. These proposed establishment changes will ensure statutory requirements are met, other Council priorities are delivered efficiently and effectively and a contribution is made to required Directorate financial targets savings.

**Appendices:**

Appendix 1 - Financial Appraisal and Funding Statement

Appendix 2 - Current and proposed structure

Appendix 3 - Equality Impact Assessment Screening Form

**Officer Contact:**

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Caryn Furlow, Interim Corporate Policy & Democratic Services Manager, Chief Executives Directorate. Telephone: 01639 763242. Email: [c.furlow@npt.gov.uk](mailto:c.furlow@npt.gov.uk)

**Appendix 1**

**Financial Appraisal**

Post	Proposed Change (New Post / Delete / Regrade)	Pay Scales		Annual Costs	
		Current	Proposed	This year	Maximum
1.0 fte Corporate Policy Officer	Create		Grade 8	38,516	44,157
1.0 fte Regional Armed Forces Covenant Liaison Officer	Create (Grant funded)		Grade 8	38,516	44,157
1.0 fte Development Officer	Delete	Grade 9		(49,704)	(49,704)
1.0 fte Performance Management Officer	Delete	Grade 8		(44,157)	(44,157)
1.0 fte Research & Analysis Technician	Delete	Grade 4		(25,120)	(25,120)
<b>Total</b>				(41,949)	(30,667)

**SET UP COSTS****APPENDIX 1**

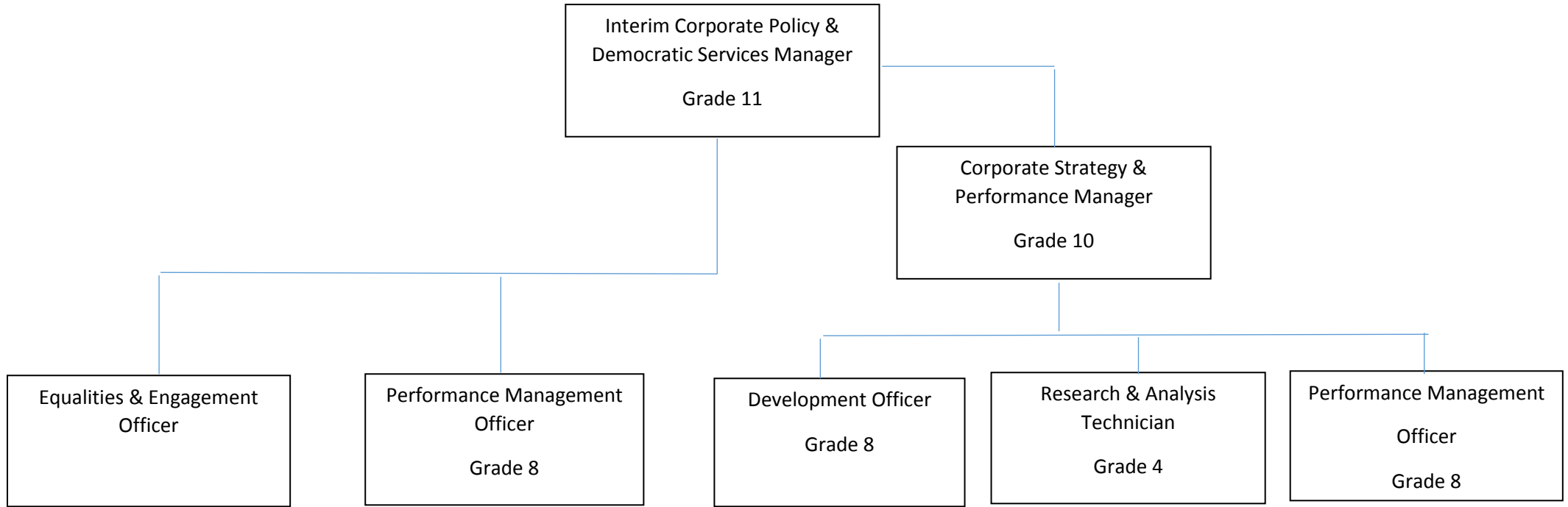
	<u><b>This Year</b></u>
<u><b>Costs</b></u>	
	<u>£</u>
Recruitment Costs	
Accommodation Costs	
Office Costs	
Others	
<b>Total Set Up Costs</b>	_____
	_____
<u><b>Funding of Set Up Costs</b></u>	
Revenue Budget	
Reserves	
Special Grant	
Other (Specify)	
<b>Total Funding of Set Up Costs</b>	_____

## RECURRING COSTS

<u>Costs</u>	<u>This Year</u> <u>£'000</u>	<u>Maximum</u> <u>£'000</u>
Employee Costs		
- Starting Salary	(41,949)	(41,949)
- Additional cost at Maximum Salary		11,282
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (Tuition Fees)		
<b>Total Recurring Costs</b>	<b>(41,949)</b>	<b>(30,667)</b>
<b><u>Funding of Recurring Costs</u></b>		
<b>External Sources</b>		
Specific Grant:		
- staffing costs	38,516	44,157
- other		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
<b>Internal Sources</b>		
Existing Budget Allocation	(80,465)	(74,824)
Additional Guideline Allocation		
Other		
<b>Total Funds Available</b>	<b>(41,949)</b>	<b>(30,667)</b>

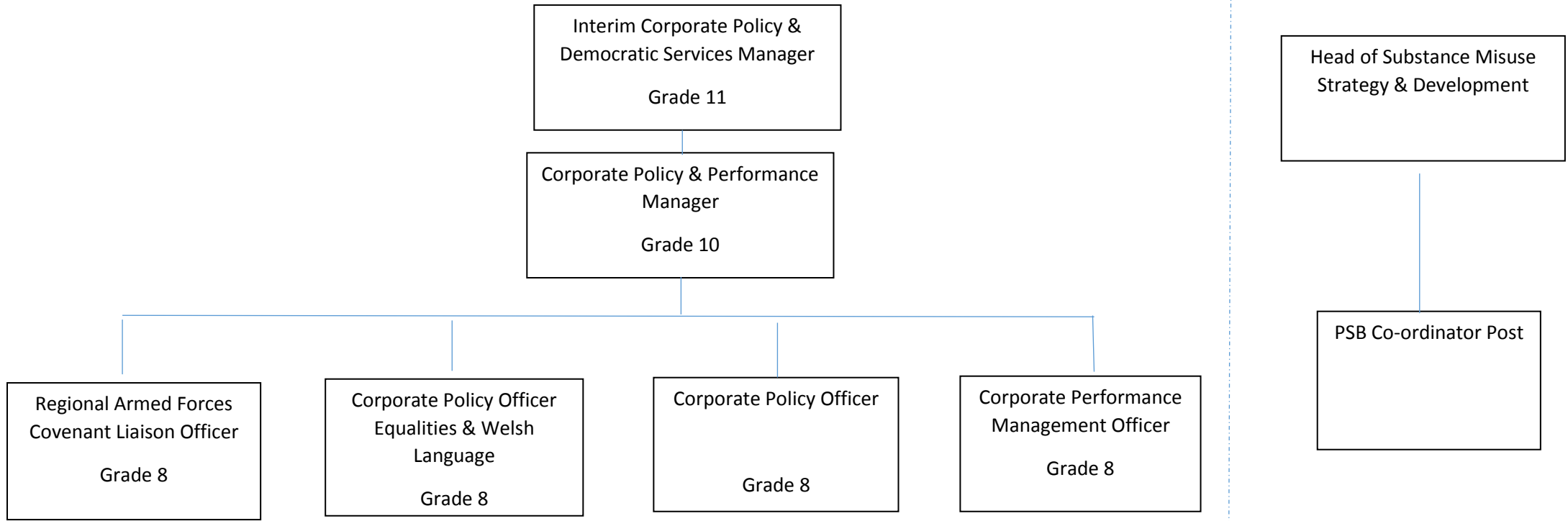


## Appendix 2 - Corporate Strategy Team – Current Structure



**Appendix 2 (contd) - Corporate**

**Strategy Team – Proposed Structure & Roles**



**Equality Impact Assessment Screening Form**

<b>Section 1</b>	
What service area and directorate are you from?	
Service Area: Corporate Strategy	
Directorate:	Chief Executives

**Q1(a) What are you screening for relevance?**

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**(b) Please name and describe below**

**Proposed restructuring of posts in the Corporate Strategy Team**

**Q2(a) What does Q1a relate to?**

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

**(b) Do your customers/clients access this service...?**

Because they need to	Because they want to	Because it is automatically provided to everyone in NPT	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

**Q3 What is the potential impact on the following protected characteristics?**

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?**

High visibility to general public <input type="checkbox"/> (H)	Medium visibility to general public <input type="checkbox"/> (M)	Low visibility to general public <input checked="" type="checkbox"/> (L)
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(b) What is the potential risk to the council's reputation? (*Consider the following impacts – legal, financial, political, media, public perception etc...*)

High risk  
to reputation

(H)

Medium risk  
to reputation

(M)

Low risk  
to reputation

(L)

Q5 How did you score?

*Please tick the relevant box*

MOSTLY **H** and/or **M** → HIGH PRIORITY →  EIA to be completed

Please go to Section 2

MOSTLY **L** → LOW PRIORITY / →  Do not complete EIA

NOT RELEVANT

Please go to Q6 followed by  
Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

The proposals will ensure statutory requirements are met and other Council priorities are delivered efficiently and effectively.

## Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Caryn Furlow
Position:	Interim Corporate Policy & Democratic Services Manager
Telephone Number:	01639 763242
Date: 21 <sup>st</sup> June 2018	

Approval by Head of Service	
Name:	Karen Jones
Position:	Assistant Chief Executive & Chief Digital Officer
Date: 21 <sup>st</sup> June 2018	