

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

28TH NOVEMBER 2022

REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for Decision

Wards Affected: All wards

Amendment to the Establishment Change Process.

Purpose of Report

The purpose of this report is to propose an amendment to the Establishment Change Process for minor changes to staffing Structure/s.

Executive Summary:

It is important that the Council has in place robust governance arrangements in relation to its establishment to ensure that budgets are managed effectively and that there is financial probity. In order to make changes to teams/structures/contracts, manager must complete an establishment change form. This is the authorised by the relevant Head of Service and approved by the Accountants in Finance and Corporate Services before being forwarded to the relevant Cabinet Member for approval.

Background:

Annex D of Part 3 of the Neath Port Talbot Constitution (“the Constitution”) sets out that the Council’s Personnel Committee shall discharge certain delegated personnel and related matters, with all other matters being dealt with by Full Council. Such delegations include directorate structural and staffing changes. In addition, the Constitution sets out that any Committee of the Council may grant delegated authority to an officer to discharge its functions.

The current process was developed following Personnel Committee approval on 24th June 2019, to grant delegated authority to the Chief Executive and / or Corporate Directors to make decisions in relation to Directorate Structural and Staffing changes, including the creation or deletion of jobs. This was proposed and approved to increase the flexibility, agility and efficiency of decision making in relation to staffing structures and to make the best use of Officer and Member resources. The delegated authority was subject to consultation with the Head of Finance and the Head of Human Resources, via a form, called the Establishment Change Form which was designed for this purpose, and consultation with the relevant Cabinet Member. The Cabinet Member can require a report to be submitted to Personnel Committee for determination if they feel that this is appropriate prior to any delegated authority being exercised, in which case the decision whether to approve or reject the proposal will rest with Personnel Committee. The delegated authority was also subject to the completion of an Integrated Impact Assessment and compliance with relevant Council policy and procedures, e.g. the Management of Change in Partnership Policy.

Feedback on the Process following its implementation

The HR Team always seeks feedback on any policy or process it introduces and as this process has been in operation for two years, feedback was gathered from managers who utilise this process in relation to how they find it operationally. As a result of this feedback, a review has been undertaken and the Establishment Change Process has now been divided into two parts (Please see Appendix 1). Part One is used if there is a significant service change (eg significant changes to job roles/job descriptions as a result of new service delivery models, potential redundancy situations or other detrimental staffing implications such as pay protection) and/or if there is a significant change to the existing structure (eg creating a large new team/section). There is no proposal to amend this part of the process.

Part Two, however, is used if managers are creating new post/s (temporary / permanent / grant funded, deleting an existing post/s, increasing or decreasing hours in a post/s or changing the contract type of an employee (eg from temporary to permanent).

Proposed Amendment

The proposed amendment is in relation to Part Two of the form. The feedback received is that due to the relatively minor changes being dealt with via this process, that in order to utilise both manager and Member time effectively, that the requirement for a signature from the relevant Cabinet Member to approve the minor change be removed. Good governance and financial probity will continue as the Group Accountant will confirm the budget position and the Sponsoring Head of Service will confirm the proposal is relevant for service provision.

Financial Impacts:

There will be no financial impact to this proposed amendment as there will still be a requirement for the relevant Group Accountant to ensure that there is funding for the minor establishment change.

Integrated impact assessment

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

Valleys Communities Impacts:

No implications.

Workforce Impacts:

This amendment to the Establishment Change process and form is being proposed following feedback from the managers and Heads of Service who use this process. It is proposed to utilise both senior manager and Member time effectively.

Legal Impacts:

No implications.

Risk Management Impacts:

No implications

Consultation:

There is no requirement for external consultation on this proposal. However, consultation has taken place with the Head of Legal Services and the Chief Finance Officer to ensure that the proposed amendment is in line with the Constitution and Financial Guidelines.

Recommendations:

It is recommended that Members **APPROVE** the amendment to the Establishment Change process in relation to minor changes to Structures.

FOR DECISION**Appendices:**

Appendix 1 – Establishment Change Form (current version)

Appendix 2 – Establishment Change Form – Part Two with proposed amendment.

Appendix 3 – Integrated Impact Assessment

Officer contact

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