

REPORT TO THE PERSONNEL LICENSING & ADMINISTRATION COMMITTEE			Report No. 13	
Date of Meeting	14 January 2008			
Title of Report	Delegated authority to make staffing changes related to the transition to a new unitary authority.			
Link to Corporate Priorities	This report links to all of the Council's corporate aims.			
Public Report	Yes			
<p>Summary of Report</p> <p>During the transition to the new authority there is likely to be considerable staff movement, both in and out of the authority and across teams within the authority. In addition, employees working on issues related to the transition will find they need support to maintain business as usual. This is likely to require managers to make creative decisions on how they manage the resources available to them and in particular the human resource. Therefore, this report seeks delegated authority from Personnel, Licensing and Administration Committee for the Chief Executive to authorise staffing changes related to the transition to the new unitary authority. To ensure Members of Personnel, Licensing and Administration are kept aware of the changes the Head of Human Resources will supply regular reports to the Committee on the changes being made and the reasons for change.</p>				
<p>Officer Recommendations</p> <p>The Personnel Licensing & Administration Committee is asked to agree the recommendations in Option 1, that is:</p> <p>To delegate authority to the Chief Executive, and in the absence of the Chief Executive, either of the Deputy Chief Executives, having considered the recommendations of Corporate Management Board, to authorise changes to staffing structures related to the transition to the new authority, subject to:</p> <ul style="list-style-type: none"> (i) consultation with the Section 151 Officer & Finances and Resources to ensure that proposals are within existing budgets; (ii) keeping the trade union informed of impacts and formal consultation on impacts where appropriate; (iii) the Chairman of Personnel, Licensing and Administration Committee and the Executive Portfolio holder, being informed of the decision; and (iv) the provision of reports to Personnel, Licensing and Administration Committee as appropriate to inform the Committee of any changes and the reasons for them. 				
Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.				
Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
NONE	YES	NONE	YES	YES
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1. Introduction

- 1.1 The purpose of the report is to provide members of the Committee with an understanding of the reasons for requesting delegated authority to make changes to staffing structures during the transition to the new authority.

2. Options and Options Appraisal

- 2.1 Option 1: To delegate authority to the Chief Executive, and in the absence of the Chief Executive, either of the Deputy Chief Executives, having considered the recommendations of Corporate Management Board, to authorise changes to staffing structures related to the transition to the new authority, subject:

- (v) consultation with the Section 151 Officer & Finances and Resources to ensure that proposals are within existing budgets;
- (vi) keeping the trade union informed of impacts and formal consultation on impacts where appropriate;
- (vii) the Chairman of Personnel, Licensing and Administration Committee and the Executive Portfolio holder, being informed of the decision; and
- (viii) the provision of reports to Personnel, Licensing and Administration Committee as appropriate to inform the Committee of any changes and the reasons for them.

This will allow managers the flexibility to work within their existing resources to maintain business as usual during the transition period.

- 2.2 Option 2: Not to delegate authority to the Chief Executive to authorise changes to staffing structures related to the transition to the new authority. This is likely to lead to delays in making changes and could have a detrimental affect on business as usual.

3. Background Information & Current Position

- 3.1 On 25 July 2007 the Government was minded to approve Wiltshire County Council's bid for One Council for Wiltshire. As a result North Wiltshire District Council and the other 3 District Councils in Wiltshire will be dissolved on Vesting Day of the new authority, that is 31 March 2009.
- 3.2 As a result of the Government decision there is and will be considerable impact on the management of the human resources of the Council. Employees are making every effort to manage business as usual in this uncertain time. At the same time, they are also working towards provision of services as part of the new authority. This means that some employees are being seconded into and out of North Wiltshire and others are taking on lead responsibilities for the transition and trying to maintain the day job. In addition, others are not sure of their future and may be intending to leave the Council in the next 12 to 15 months. During this period managers will need to consider how they will manage the human resource to ensure that business as usual is maintained at the same time ensuring there is a seamless transition to the new authority and the provision of services for the future.
- 3.3 Managers will need to think creatively about how they manage the human resource, ensuring that employees do not suffer undue stress and that our customers continue to be provided with excellent services. This will mean when employees leave, looking at the service provided and considering whether it can/should be delivered as it has always been and/or if it can be delivered in a different way. Taking into account the impacts on the customer and the remaining employees. A review of this

sort may require the manager to carry out a restructure of the service; consider devolving duties to others within in existing teams or elsewhere; and perhaps the creation of a new post on a temporary basis.

- 3.4 At present a structure change and/or the creation of a new post would require the manager, prior to making any changes, to seek approval from Personnel, Licensing and Administration Committee, even if there is no budgetary impact. This process is effective in managing the resources, but is slow and cumbersome in the current climate of fast moving change.
- 3.5 The proposal is to allow managers to make decisions on how to best use existing budgets to manage their human resource. These are not likely to be major changes, but will have an impact on ensuring delivery of service. As this may also include transferring budgets and people from one Service Area or Team to another. Managers will be expected to consult with the Finance and Resources Team to ensure changes are within existing budgets.
- 3.6 Managers would be expected to consult with Human Resources on impacts of proposed changes on existing employees. Human Resources will keep the trade union informed of all proposed change and where appropriate ensure formal consultation takes place.
- 3.7 Once the work in 3.5 and 3.6 above has been carried out the manager will submit a request (see Appendix 1) to make changes to their structure to Corporate Management Board, who will recommend to the Chief Executive whether or not the change(s) should be made. Currently CMB manages recruitment to existing posts in this way and therefore the request will be an extension of the existing recruitment management process. Finally the Chief Executive will authorise the change to the structure.
- 3.8 To ensure that Members are fully informed of the changes made, the Head of Human Resources will inform the Chairman of Personnel, Licensing and Administration Committee and the Executive Portfolio Holder of CMB decision. In addition, reports will be submitted, by the Head of Human Resources, to Personnel, Licensing and Administration Committee, outlining the changes made and the reasons for the change. This will give Members the opportunity to question the changes and to understand the changing environment.
- 3.9 It is essential for customer service and staff morale and well being that managers maintain the appropriate level of human resource during this transition period. There will be a need to make decisions quickly but thoughtfully. It is the intention of this proposal to provide the environment necessary to achieve these objectives.
- 3.10 The posts of Chief Executive and Deputy Chief Executive are excluded from this report. Any need to make changes at a senior management level will be brought to Members first.

4. Implications

4.1 Legal Implications

- 4.1.1 All changes will have regard for employment related legislation.

4.2 Human Resources Implications

- 4.2.1 All Human Resources implications are contained within the body of the report.

4.3 Equality & Diversity Implications

4.3.1 When making changes to staffing structures the Head of Human Resources will ensure that equality & diversity implications have been considered.

4.4 Financial Implications

4.4.1 There will be no additional financial implications as a result of any change approved by CMB, as they will be contained within existing budgets. *(PR/AB this includes the Transition Budget, which have been delegated to DB & SMcG)*

5. Trade Union Consultation

5.1 A copy of this report has been passed to the Branch Executive, they will be considering it at their meeting on 8 January 2008. The Head of Human Resources will be seeking their views and bring them to the Committee meeting on 14 January 2008.

6. Risk Analysis

6.1 The employment situation within North Wiltshire is subject to considerable pressure as a result of the transition to a new authority. It may well become a changed employment environment with little notice. There is a risk that if North Wiltshire continues with its current process it will lead to delay in filling posts and therefore, a detrimental impact on the delivery of services to our customers.

Appendices:	<ul style="list-style-type: none">• 1 – Vacancy Management Form
Background Documents Used in the Preparation of this Report:	<ul style="list-style-type: none">• None

Previous Decisions Connected with this Report

Report	Committee & Date	Minute Reference
None		