

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

24 November 2010

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### MANAGEMENT REVIEW - UPDATE

#### Purpose of Report

1. This purpose of this report is to provide the Staffing Policy Committee with an update on the management review.

#### Background

2. The council has set out plans to achieve £40m savings in the 2011/12 budget. Of this £16m of the savings will be found from people management costs. These savings are broken down as follows:-
  - a. Reduction in annual cost of temporary agency and consultancy staff - £5.5m
  - b. Management review, removal of 240 management posts - £8m
  - c. Reduction in the cost of some terms and conditions of employment - £2.5m
3. Prior to the management review starting it was necessary to review the policies that would be required to support this process, and to reduce the financial impact of those policies. Those policies are: -
  - a. Redundancy pay policy
  - b. Redundancy policy
  - c. Appointments policy & procedure
4. Agreement with the recognised trade unions, UNISON, UNITE & GMB was reached following a series of negotiation meetings and the outcome of a GMB ballot confirming it's members acceptance of the propose changes to those policies.
5. Changes to these policies were approved by Staffing Policy Committee on 12<sup>th</sup> October 2010, and the policies were implemented on 25<sup>th</sup> October 2010.
6. Revised management structures have been developed over recent months by Corporate and Service Directors, with the aim of delivering £8m savings from their salary budgets. As a result of the revisions to structures a number of management posts have been deleted, and others created or changed as a result.
7. In support of the revisions to the structures 135 job evaluations of changed and new jobs have been carried out.
8. The management posts included in the review are those which have responsibility for managing people. This includes managing and directing the work of staff, external partners and/or volunteers, and may also include management posts that have no day to day responsibility for people but do manage tasks for example projects and/or resources which could include facilities, contracts and financial management.
9. The extended leadership team (ELT) were briefed on 1 November 2010. Service directors were provided with a PowerPoint presentation to use at collective consultation

meetings and were briefed on their responsibilities during the first 4 weeks of the 90 day consultation period.

### **Current Situation**

10. The management review is now underway. A total of 571 managers have been placed at risk of redundancy, and formal consultation with those managers has begun. (Week commencing 8<sup>th</sup> November 2010).
11. An Employee Assistance Programme has been devised which includes sessions for managers on job search, transferable skills, finance, interview skills and wellbeing.
12. A total of 25 collective consultation meetings took place on Wednesday 10 November 2010. At these meetings managers at risk of redundancy were given a redundancy information pack which included:
  - A letter formally placing them at risk of redundancy
  - A redundancy estimate (based on a notional date of 31 December 2010)
  - A pension quote if they are aged 55 or over
  - An application form to apply for voluntary redundancy
  - Information about the Employee Assistance Programme
  - Copies of the redundancy, redundancy pay and appointments policies
13. Service directors will hold one to one meetings with affected individuals between 11 November and 26 November 2010.
14. An HR email address and helpline number have been set up to answer any queries from managers placed at risk of redundancy.
15. A "Management review" webpage is available on HR Online which includes copies of the proposed structure charts, useful documents and information about the Employee Assistance Programme.
16. The deadline for applications for voluntary redundancy is 26<sup>th</sup> November 2010. Further applications will be invited from those staff who remain displaced following completion of the appointments procedure.
17. Comments and alternative suggestions about the proposed new management structures have been invited from all staff. The deadline for this feedback is 26<sup>th</sup> November 2010.
18. A further ELT briefing is planned for 29<sup>th</sup> November 2010 to go through the next stages of the 90 day consultation period, including:
  - Completing the voluntary redundancy scoring matrix
  - Managing voluntary redundancies and the leaver process
  - Completing the ownership and ring fencing process
  - Re-opening voluntary applications (where appropriate)

### **Environmental Impact of the Proposal**

19. None.

### **Equalities Impact of the Proposal**

20. An Equalities Impact Assessment of the management review took place on 20 October 2010. No major issues were identified.

**Risk Assessment**

21. None

**Options Considered**

22. None.

**Recommendation**

23. Staffing Policy Committee is asked to note the content of this report.

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HR & OD**

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**The following unpublished documents have been relied on in the preparation of this Report: None**