

Committee:	Administration and Regulation Committee			
Date of Meeting:	16 December 2020			
Subject:	Business Intelligence, Organisational Change Assessment			
Report Author:	Service Director, Public Protection			
Contact Officer:	Zoe Bulmer			
Implications:	Legal	<input checked="" type="checkbox"/>	Community Safety	<input type="checkbox"/>
	Equalities	<input checked="" type="checkbox"/>	Environment	<input type="checkbox"/>
	Financial	<input checked="" type="checkbox"/>	Consultations	<input type="checkbox"/>
	Staffing	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Wards Affected:	None			

Purpose

1. The purpose of this report is to seek the approval from the Administration and Regulation Committee for the proposed changes to the staffing structure of the Business Intelligence Team (BI).

Recommendations

2. **Administration and Regulation Committee is recommended to approve the new BI team structure which sits within Population Wellbeing.**

Background

3. The BI service underwent a fairly extensive Organisational Change Assessment (OCA) in 2019, part of which established the Data and Systems team. This is a very new area of work for the council, and following a bedding in period there are some further changes under consideration.
4. Separately, the council must make savings which for BI are £95,000.

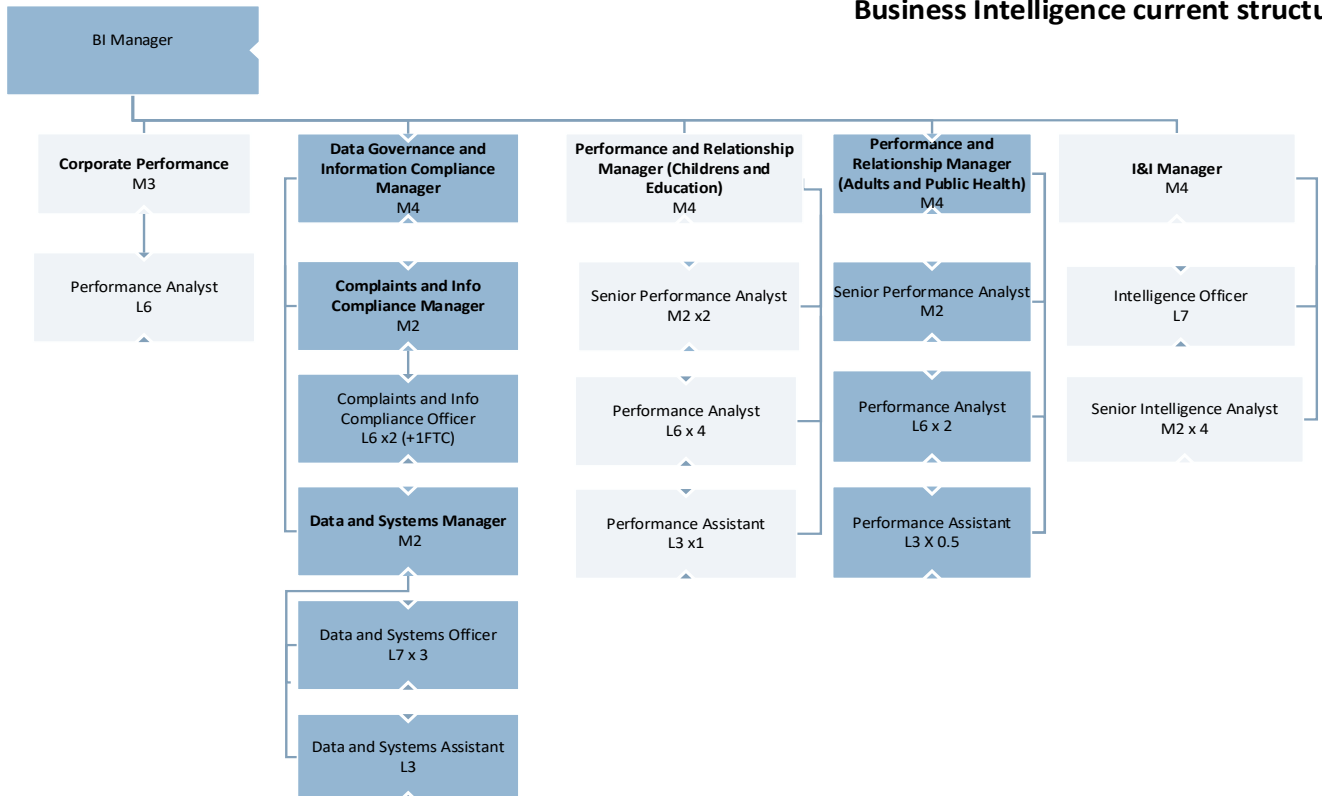
Report

5. The proposal is to create a flexible team with the appropriate level of resources; capability, skills, drive and engagement the organisation needs and demands to continue its drive to meet the savings targets.

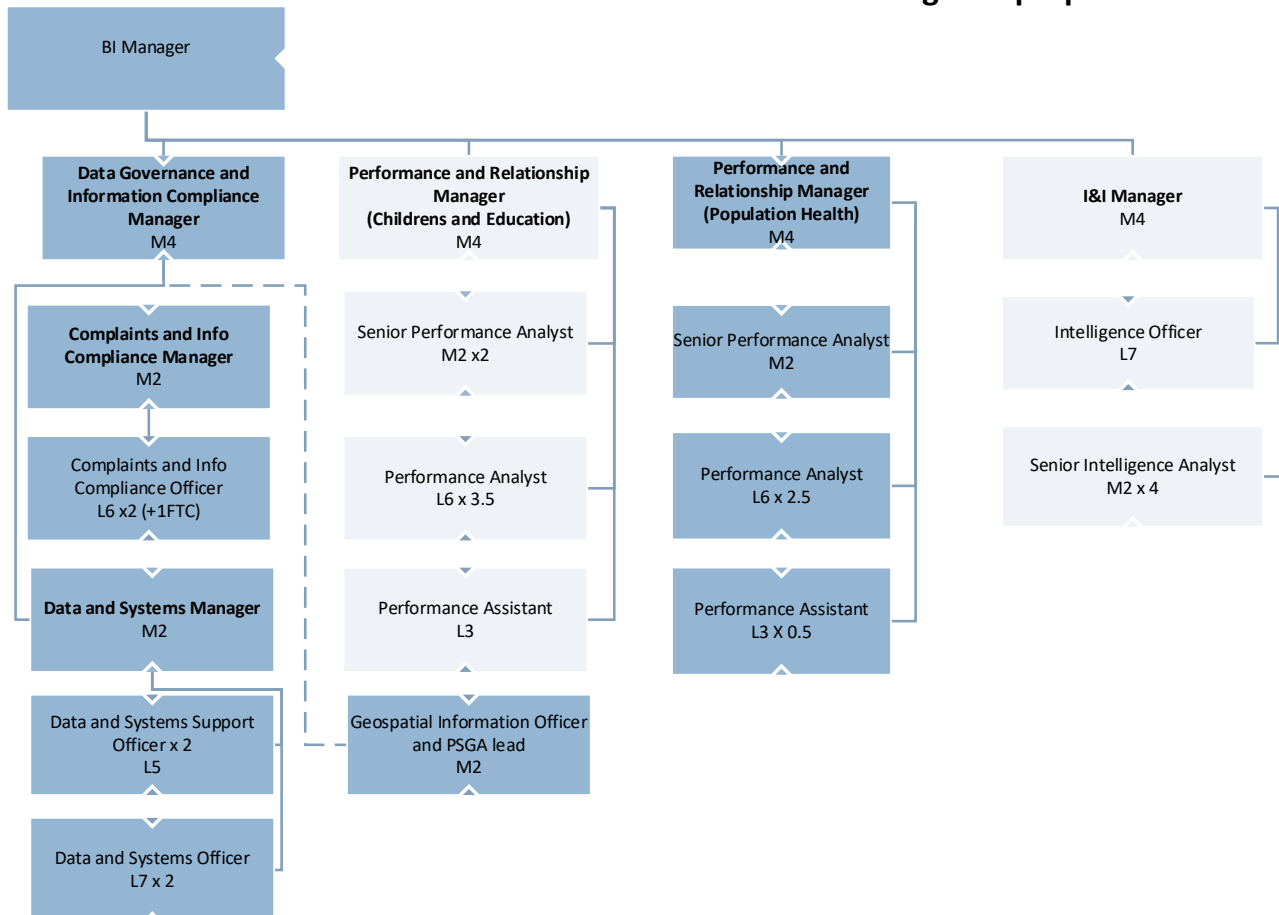
Proposal/Options

6. The following is the proposed structure that creates a better fit to meet the challenges of savings and efficiencies for Business Intelligence over the short to medium period

Business Intelligence current structure



Business Intelligence proposed structure



7. It is proposed to delete the following posts:
 - Performance Analyst x 1
 - Corporate Performance Manager
 - Data and Systems Assistant
 - Data and Systems Officer
8. It is proposed to create the following new posts:
 - Data and System Support Officer x 2
9. It is proposed to update the following already established posts:
 - The job title of the Performance and Relationship Manager role to remove the specific departmental focus
10. It is proposed to update the following team name:
 - The team name of the Adults and Public Health performance team
11. It is proposed to move the following post:
 - Management of 1 performance analyst
12. The Council is making better use of its data, improve reporting, and managing its data better. The Data and Systems team is central to this, leading on reporting and data. Since its introduction 18 months ago it has grown and developed. Through this work it has been identified that some changes are made to the structure. The team have officers at L3 picking up a higher level of work than was anticipated when the team was established. They are undertaking mapping and data queries at a higher level than their role would be expected to. This needs rectifying. This is essential work for street naming and numbering. To manage this it is proposed to delete the vacant L7 Data and Systems officer role, the L3 Data and Systems Assistant role and create two L5 Data and Systems Support Officer roles.
13. The corporate performance manager covers corporate performance as well as performance for other areas. There is currently an officer working with the corporate performance manager and that officer will move to Adults and Public Health performance team (Population and Wellbeing), which will cover the work going forward, including corporate, housing, P&I and CCS. It will be called the Population and Wellbeing performance team to reflect these changes.
14. There is currently a vacant performance analyst role that is being deleted, with the work picked up by the two performance teams.
15. The Geospatial Information Officer, currently located in Property & Construction Services, has been providing expert advice and support to the Data and Systems Team on the Public Sector Geospatial Agreement and other geospatial areas. It is proposed to formalise this situation by increasing the grade of the post from M1 to M2 with a dotted line report into the Data Governance and Information Compliance Manager.

- 16.** The Council's Organisation Change Procedure continues to be followed throughout this organisational change and will be used to implement the changes.
- 17.** The formal consultation took place with affected staff and trade unions between Wednesday 30th September and 2nd November 2020.
- 18.** GMB, Unison and Unite were consulted at the start of the OCA on the 30th September 2020. No comments were received on the proposals and the trade unions were happy for the OCA consultation to proceed.
- 19.** Only one officer wanted a 1-1 and did not request trade union attendance. They were reminded of the right to representation in the meeting by the BI Manager and they were happy to continue.
- 20.** While no other officers wanted a 1-1, all of the affected officers attended a consultation meeting on the 15th October 2020 to discuss the proposal and give feedback. The affected officers have all informally called or emailed the BI Manager about the proposals and the impact upon them. The main concern raised was about the move of the corporate performance work to the other performance teams, which was not supported by all officers.
- 21.** Other officers in BI who are not directly affected have attended discussions in October 2020 and given feedback. There was also informal discussion prior to the formal start of the OCA with all officers in BI invited including those who are matrix managed.
- 22.** A number of structures were considered in the informal consultation in August and September with feedback from officers. No alternative structures were put forward in the formal consultation period, but a wide range of comments were received from staff in BI who participated extensively in the consultation.

Appendix

N/A

List of Background Papers - Local Government Act 1972, Section 100D

N/A

Implications

Item	Details	Clearance Agreed By	Dated
Legal	The proposals have the potential for compulsory redundancies. In the event that compulsory redundancies are necessary, employees can make an internal appeal and the Council would also need to deal with any potential Employment Tribunal proceedings. The Council's Organisation Change Procedure will need to be followed correctly in order to minimise risks	Jasbir Josen, Senior Solicitor	30/11/2020
Finance	<p>The proposed structure is affordable within the approved budget for the service and will generate savings towards the achievement of existing savings targets within the BI service.</p> <p>Of the 4 posts being deleted, 3 are vacant with the person in the other post being ringfenced for an interview for one of the new posts. Therefore, it is not expected that any redundancy costs will arise from this restructure.</p>	Darren Lambert, Finance Business Partner	02/12/20
Equalities	Due to the small number of employees affected and to protect individual confidentiality an Integrated Impact Assessment has not been attached to this report. Overall, there is no noticeable impact on people sharing a characteristic.	Maureen Drummond, Cohesion & Equality Adviser	01/12/2020
Staffing	Other than those already outlined in the body of the report, there are no specific staffing or HR implications arising from this report.	Angela Claridge, Service Director	30/11/2020