

AGENDA ITEM

12

COMMITTEE: Administration

DATE: 28th June 2012

SUBJECT: HR Strategy Team Restructure

REPORT BY: Head of Human Resources and Monitoring Officer

CONTACT OFFICER: Sheila Martin, HR Business Manager Strategy

IMPLICATIONS:

LEGAL ✓

COMMUNITY SAFETY

EQUALITIES ✓

ENVIRONMENT

FINANCIAL ✓

CONSULTATIONS ✓

STAFFING ✓

OTHER

WARDS AFFECTED: n/a

PURPOSE

This report seeks the approval of the Administration Committee to restructure the HR Strategy Team within the Human Resources Division.

RECOMMENDATION(S)

Administration Committee is recommended to approve the HR Strategy Team restructure as set out in this report for implementation by October 2012.

BACKGROUND

The Human Resources Division was restructured in 2010 as a consequence of a value for money review and again in 2011 in response to reduction of the Council's revenue budget. As part of the 2011 HR restructure, the Strategy team was formed with the function of delivering the Council's HR Policy and Strategy function including Terms and Conditions, Pay and Reward and Equal Pay activities. This team has been operating since July 2011.

This report outlines proposals for change within the HR Strategy Team that can deliver efficiencies whilst also identifying savings to help with this year's budget savings exercise

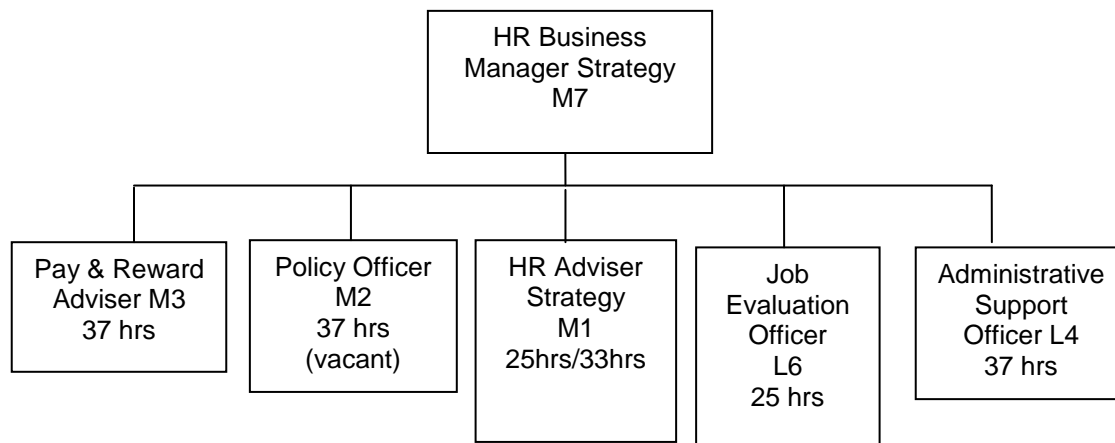
REPORT

The scope of this review is limited to the HR Strategy Team within the HR Division. This review will impact as follows;

- 3 employees are affected
- 2 vacant posts are affected.

HR Strategy Team

Current Structure



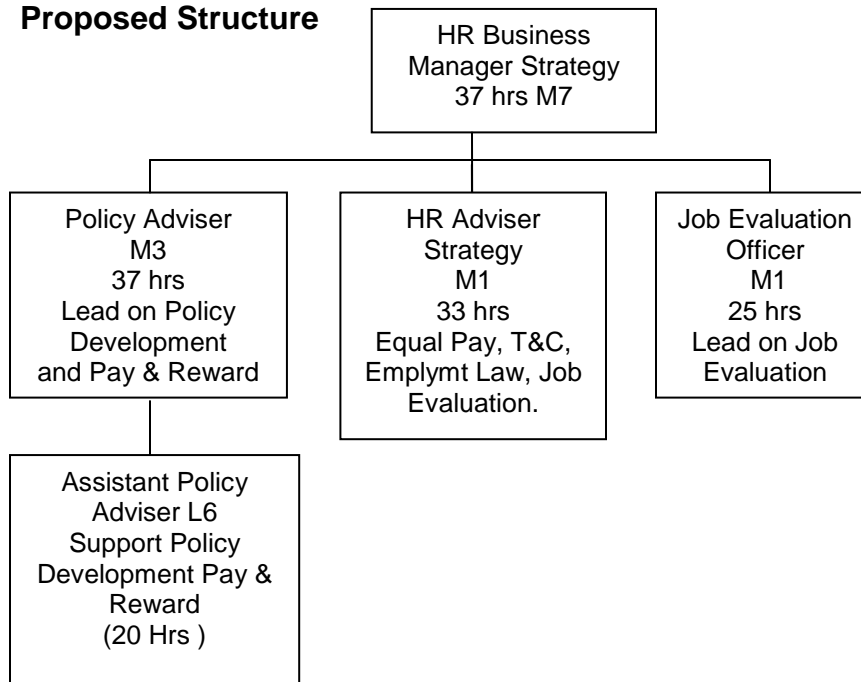
Analysis of the current structure reveals that a number of operational issues have prevented the team from operating as originally intended, eg,

- the post of HR Policy Officer has been filled on temporary basis, with the temporary postholder leaving at the end of May 2012 at the end of their contract
- the management of the team has changed because of staff resignation,
- The Administrative Support Officer L4 has never been filled due to this pending restructure. Instead, administrative support has been accessed primarily from within the existing team resources.

Also, analysis indicates that;

- the Pay & Reward Adviser has been delivering an increasing focus on pay & reward policy development and diminishing focus on job evaluation management,
- the job evaluation function within the Pay & Reward Assistant role has increased significantly,
- HR Adviser Strategy involvement in Equal Pay workload is reducing

Proposed Structure



The impact is as follows.

Posts to be deleted

Pay & Reward Adviser M3
Pay & Reward Assistant L6
Administrative Support Officer L4 (vacant).
Policy Officer M2 (vacant)

Posts to be created.

Policy Adviser M3
Job Evaluation Officer M1
Assistant Policy Adviser L6

Rationale

Policy; There is a clear synergy between the policy elements of Pay & Reward Adviser and the policy work designated for the Policy Officer that suggests an integrated policy role rather than current arrangements that split functions more diversely. All policy work could be aligned in a Policy Adviser role which will

need to retain the CIPD qualification requirement of the current Policy Officer post. It is anticipated that the total policy workload will be greater than 37 hours, therefore requiring targeted policy support in the shape of a new role of Assistant Policy Adviser. The Pay & Reward Adviser post would be deleted and work redistributed to the amended Policy Adviser post and Job Evaluation Officer role.

Job Evaluation; An adjustment of the job evaluation support function role by the creation of a dedicated and stronger job evaluation function. It is intended that the new dedicated Job Evaluation Officer role should be created removing the lead job evaluation role from the Pay & Reward Adviser which is to be deleted. The Job Evaluation Officer role will resemble the current Pay & Reward Assistant role but with an increase in management responsibilities and an increase in hours to 25 per week to enable capacity. The HR Adviser Strategy role will also be adjusted to provide support to the job evaluation function.

Administrative support

Administrative support has been accessed primarily from within the existing team resources, and it is recommended that this continues. Administrative Support Officer L4 (vacant) to be deleted.

Consultation

All members of the HR Strategy team and the Trade Unions have been formally consulted in accordance with the Council's Organisational Change Procedure.

If this review is approved by Committee, the next stage will be to implement the restructure by October 2012 using the Council's Organisational Change Procedure.

PROPOSAL/OPTION

The committee is asked to approve the HR Strategy Team Restructure.

LEGAL IMPLICATIONS

This has been cleared by John Newman, Solicitor in Legal Services on 18.06.2012.

EQUALITIES IMPLICATIONS

There is no anticipated adverse equalities impact to this proposal.

FINANCIAL IMPLICATIONS

The proposed restructure will deliver savings of £16,500 in the half year 2012/13 and £33,100 for the full year 2013/14 onwards, contributing to existing savings targets for the HR Service.

This report has been cleared by Jean Stevenson, Chief Accountant on 18.06.2012

STAFFING IMPLICATIONS

The implication of this review is that there will be no detrimental effect on current staff as there are vacancies and a member of staff has requested voluntary redundancy which will avoid the need for compulsory redundancy.

This report has been cleared by Angela Claridge, Head of HR and Monitoring Officer on 15 June, 2012.

CONSULTATION ARRANGEMENTS

The Council has formally consulted with the trade unions and those employees whose jobs are affected by this restructure in accordance with the Council's Organisational Change Procedure.

APPENDIX

None

LIST OF BACKGROUND PAPERS

None

LOCAL GOVERNMENT ACT 1972, SECTION 100D

None