

COMMITTEE: ADMINISTRATION AND REGULATION COMMITTEE

DATE: 19TH JUNE 2019

SUBJECT: PUBLIC PROTECTION ADMINISTRATION STAFF
RESTRUCTURE

REPORT BY: STRATEGIC REGULATORY MANAGER – PUBLIC
PROTECTION

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IMPLICATIONS:

LEGAL	X	COMMUNITY SAFETY	
EQUALITIES	X	ENVIRONMENT	
FINANCIAL	X	CONSULTATIONS	X
STAFFING	X	OTHER	

WARDS AFFECTED:

1. PURPOSE

- 1.1 This report seeks the approval of the Committee to implement the proposal to make changes to the organisation of the Council's Public Protection Administration Staff to ensure the integrated and efficient deployment of administration and support roles within the division.

2. RECOMMENDATION(S)

2.1 Committee is recommended to approve:

- (i) a restructure of Public Protection Administration Staff as set out within the attached organisational change assessment (OCA).

(ii) the deletion of 7.04 posts as detailed in the OCA.

(iii) the creation of 5.6 posts as detailed in the OCA.

3. BACKGROUND

- 3.1 Staff affected by the proposals within this OCA were transferred into Public Protection from Public Realm on the 1st April 2019. This followed an organisational change process which was undertaken by Public Realm and approved at Administration and Regulation Committee on the 26th February 2019.
- 3.2 The affected staff were transferred within their existing roles. This OCA therefore focuses on the organisational change needed to implement the roles needed to fully integrate the affected staff into new posts within Public Protection.
- 3.3 Public Protection also undertook a significant restructure, approved at Committee on the 29th January 2019, to re-align and create a new model of working relating to enforcement and regulation. This highlighted the need for an increased number of administrative and support roles to facilitate the new model of working.

4. REPORT

- 4.1 The principal underpinning the review of administrative and support roles in Public Protection is that there has been insufficient allocation of resources which has had a detrimental effect on the divisions ability to most effectively deliver its core work and service delivery. This was highlighted during the significant restructure within the Neighbourhood Regulatory Services project.
- 4.2 High quality administrative and support roles are vital in delivering the Public Protection.
- 4.3 Public Protection carries out a wide range of services and therefore needs a variety of administration and support roles to facilitate the work of the department. This is set out within the key elements of the proposals as follows:
 - Trading Support Team – there is an increasing range and quantity of trading opportunities which the division is undertaking. These primarily relate to Pest Control, Parking Management and Primary Authority but other opportunities exist to offer professional and technical services to other Councils or public services.

The creation of the trading support team will enable the service to best meet these demands whilst retaining high levels of customer and client support.

- Neighbourhood Case Support Team – the new model of working within Public Protection is based on an integrated, outcome focused approach to regulation and enforcement. Central to the operation of the department is a robust triage, tasking, assessment and progression process. It is proposed that this will be achieved by increasing the resources within this team to enable the delivery of the support function to the NRS model or working.
- Parking Services – the unit carries out the processing functions in relation to a range of procedures – including penalty charge notices and the range of fixed penalty notices undertaken by the Neighbourhood Enforcement Team. It is proposed to place the processing work relating to abandoned vehicles work within this team as there are synergies within the work carried out which will increase the resilience within the current approach.

Consultation

- 4.4 Following staff & stakeholder consultation, it has become clear that some existing work relating to trade waste, clinical waste and special collections will continue to be required in the future. The proposals have therefore been amended to allow the trading roles to continue to carry out these duties within an 'internal trading' arrangement.
- 4.5 In arriving at the proposal that are contained within this report, management have taken into consideration feedback received from affected staff during the consultation process as well as from wider stakeholders in Public Realm. The key changes which have been made as a direct result of the feedback from affected staff are:
- The extension of the OCA consultation period to undertake specific stakeholder engagement with Public Realm management.
 - The inclusion of internal trading with Public Realm to ensure that existing work (relating to trade waste, clinical waste and special collections) is retained by the new Trading Support Team – in regards to work that is not capable of having a digital solution.
 - Amendments to job descriptions – most notably the Business & Trading Officer role to incorporate feedback made by affected staff.

5. PROPOSAL/OPTION

- 5.1 The following proposals, as set out in further detail within the OCA, are proposed to allow the organisational change to take place:

Post creations

- a) The creation of a Business & Support Officer (L6) to provide lead coordination of the Trading Support Unit.
- b) The creation of Support Officer roles (L3) (2.6FTE) which will be located within either the Trading Support team or the Neighbourhood Case Support team dependent on demand levels.
- c) The creation of an additional Neighbourhood Case Support Officer post (L4) to increase the staffing provision within the case support function.
- d) The creation of an additional Parking Services Officer post (L3-5 career progression) to enable the transfer of processing work relating to abandoned vehicles to the processing team.

Post deletions

- e) To facilitate the creation of the above posts, it is necessary to propose the deletion of the 7.04 posts, as set out in the OCA.

6. EQUALITIES IMPLICATIONS / INTEGRATED IMPACT ASSESSMENT

- 6.1 The Integrated Impact Assessment (IIA) has been completed and signed off by the Social Inclusion Team and affected staff. It is not attached to this report due to the very small number of staff affected who could potentially be identified. Whilst there are shared characteristics with the staff group affected –most notably that they are female – many of whom are part time, there is no evidence that this influenced the proposals being made and therefore the overall impact is neutral.

This report has been cleared by Maureen Drummond, Equality & Inclusion Manager on 20th May 2019.

7. STAFFING / HR IMPLICATIONS

- 7.1 Formal consultation commenced on the 10th April 2019 and concluded on the 14th May 2019, which was subsequently extended to the 21st May to enable stakeholder feedback. All staff were invited to an informal meeting prior to the commencement of the OCA in March 2019 and to a launch meeting on the 10th April 2019.
- 7.2 All 8 staff affected by the proposals have had the opportunity to ask questions and make comments on the proposal; they have all attended one to one meetings and engaged with the process. All written questions and comments received a written response.
- 7.3 All affected employees who hold a post proposed for deletion will be treated in line with the Organisational Change Procedure. This will be by way of slot

in, ring fenced interview or suitable alternative employment as per the procedure.

- 7.4 As there are sufficient posts in the new structure for all affected employees, it is hoped that there will be no compulsory redundancies however applicants who are not slotted in and who will be required to apply through ring fenced interviews for new posts will have to meet the minimum requirements both at the shortlisting and interview states and will need to successfully complete a trial period in order to secure a post in the new structure.
- 7.5 If the proposal is approved, implementation will commence as soon as possible with the structure in place by 1st October 2019.

This report has been cleared by Angela Claridge, Service Director of HR & Monitoring Officer on 4th June 2019.

8. FINANCIAL IMPLICATIONS

- 8.1 The proposed new structure provides a cost saving of just over £30,000. The Neighbourhood Regulatory Services restructure (approved by Committee on 29th January 2019) stated that the proposals within that OCA were affordable with an agreed transfer of budgets from Public Realm; the £30,000 saved through this OCA will be transferred to fund the Neighbourhood Regulatory Services OCA. In addition, the Street Scene OCA approved by Committee on 26th February 2019 provided savings of £29,000 which are being used towards savings targets.
- 8.2 Although there are sufficient posts in the new structure for all affected staff, there is a risk of redundancy which the Council would need to pay if any of the affected staff were unsuccessful in their interview. At this stage of the process, it is not possible to quantify the likely cost of redundancy or how many employees may be affected, although initial work undertaken with Human Resources indicates that the risk should be low. Every effort will be made to ensure that the cost is minimised or avoided altogether.

This report has been cleared by Dev Gopal, Service Director of Finance on 5 June 2019.

9. LEGAL IMPLICATIONS

- 9.1 Employees who are dismissed by reason of redundancy have the right to pursue claims in an employment tribunal. Providing the Council's Organisational Change Procedure is followed the risk of any adverse employment tribunal decision should be low. It is anticipated that affected employees will have the opportunity to secure suitable alternative

employment in the proposed restructure which will also minimise any compulsory redundancies.

This report has been cleared by Jasbir Joben, Solicitor in Legal Services on 29th May 2019.

10. APPENDIX

A – Organisational Change Assessment – Restructure of Public Protection Administration Staff (amended post consultation)

LIST OF BACKGROUND PAPERS **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

Neighbourhood Regulatory Services Restructure – Report to Administration & Regulation Committee on 29th January 2019

Street Scene Support & Administration Restructure – Report to Administration & Regulation Committee on 26th February 2019