

Handling Organisational Change Organisational Change Assessment

Clinical Collection & Trade Waste Restructure

1. Purpose

- To set out proposals to make changes to the organisation of the Street Scene Clinical Collection and Trade Waste services, to improve service delivery, deliver salary budget savings and increase external revenue.
- To outline the timetable for formal consultation with affected employees and confirm the date of Administration & Regulation Committee when the final proposals for the changes will be considered.
- To seek DMT support for the proposals to be considered for consultation.

2. Background

The Street Scene function is to fulfil the council's duties in regards to street related activities; these services are statutory and regulated services. Statutory services include Refuse Collection, Waste Disposal and Clinical Collections.

The Clinical & Trade Waste service currently collects incineration waste and syringes from commercial and domestic premises. Due to a change in legislation, some clinical waste can now be deposited into domestic collection bins. The management team has identified efficiencies and savings in the way that the clinical service is provided.

The refuse team provides commercial waste collections to local business, charities and schools. As part of the recent Street Scene Support & Administration OCA, the admin support in Street Scene has been reduced by 6 FTE posts.

Like many Local Authorities in this current economic climate Luton is under significant pressure to demonstrate that its services are meeting the needs of the community whilst providing value for money and to look at possible ways to make further efficiency savings and increase revenue.

Frontline services are under pressure to deliver quality refuse collection services, the supervision and monitoring of the Trade Waste function is vital to the ongoing success of the frontline services.

The council is legally obliged to inform and consult, at the earliest opportunity, with the Trades Unions and all employees whose jobs and/or terms and conditions of employment are affected. This will be carried out by the Refuse Collection Manager who will be advised by HR.

3. Scope

The following posts are in scope for this restructure:

Post title	Grade	FTE	Head count	Vacant
Clinical Waste Driver	L3	1.00	1.00	0.00
Refuse Collection LGV Driver / Charge Hand	L4	1.00	0.00	1.00
TOTAL		2.00	1.00	1.00

3.1 Integrated Impact Assessment

An IIA will be drafted but, as there is only one member of staff in scope and affected by the proposals, the IIA will not be shared or published.

4. Proposal(s)

We need your feedback about the proposal(s) set out in this document. This is your opportunity to shape the future of the service. Please remember that these are initial proposals only and that the final proposals will only be known once the formal consultation period has ended.

It is proposed to delete posts and create a new post in the proposed new structure as detailed below:

Proposed post deletions				
Post Title	Grade	FTE	Head count	VACANT
Clinical Waste Driver	L3	1.00	1.00	0.00
Refuse Collection LGV Driver/Charge Hand	L4	1.00	0.00	1.00
	Total	2.00	1.00	1.00

Proposed post creations		
Post title	Proposed Grade	FTE

Supervisor – Refuse & Trade Waste	L7	1.00
	Total	1.00

It is proposed that employees whose posts are 'at risk' of redundancy through post deletions will, wherever possible, be offered Suitable Alternative Employment. Employees whose posts are proposed for deletion with no available suitable alternative employment will be referred to the redeployment process and every reasonable attempt will be made to secure them suitable alternative employment. Changes affecting staff will be in accordance with the councils Organisational Change Procedure.

4.1 Supervisor – Refuse & Trade Waste

It is proposed to create a new post to undertake daily supervision of the Refuse and Trade Waste Collection service; the post will report directly to the Refuse Collection Manager and will provide operational support to ensure the service complies with its statutory requirements and regulated standards as per the Environmental Protection Act (EPA). This post will also ensure that the service can generate external income.

4.2 Clinical Waste Driver

It is proposed that the current Clinical Waste Driver, will transfer to a vacant Refuse Collector post, graded L2 or to a vacant Street Cleansing Operative/Driver post, graded L2. In either of these cases Pay Protection will apply.

4.3 Refuse Collection LGV Driver/Charge Hand

It is proposed to delete one vacant Refuse Collection LGV Driver/Charge Hand post, graded L4.

The deletion of the current L3 post and the vacant L4 post and the creation of a new L7 Supervisor post has identified annual salary savings of £15,797, including on costs.

5. Existing Structure

Please see Appendix 1

6. Proposed Structure

Please see Appendix 2

7. Risks

Failure to implement the new structure will result in a lack of specific and direct compliance and control in the Street Scene Service. Failure to implement the new structure will have a negative impact on external income/budget and efficiency savings will not be achieved.

8. Consultation and next steps

The Council's Handling Organisational Change policy will be used throughout the process.

TU/Management Meeting:	15 th May 2019
Formal consultation starts date:	20 th May 2019
Formal consultation end date:	18 th June 2019
Admin & Regulation Committee:	9 th September 2019

During the period of formal consultation:

- All affected employees can have a one-to-one meeting with the Refuse Collection Manager or an appropriate manager during the consultation period. If affected employees wish to have a one to one meeting they should contact the Refuse Collection Manager to make arrangements.
- Continual and open dialogue on further suggestions and ideas to arrive at the best proposals for change given the circumstances in which the council finds itself are encouraged.
- All affected employees have the opportunity to e mail their views / comment / suggestions about the proposals to James.lucas@luton.gov.uk. Each e-mail, comment/suggestion received will be logged and a response provided.
- Detailed documentation (including job descriptions) will be made available to affected staff. These documents will be made available for staff to comment on early in the formal consultation process.
- Trades Unions will be involved throughout.

- The Human Resources contract throughout this process is Lynn Stephens, HR Adviser, contact number 01582 547160.
- Consultation will include opportunities for key stakeholders to give their comments on the proposal(s).
- We will report to Administrative and Regulation Committee on 9th September 2019 with the final service proposals. Subject to the Committee's decision the implementation of changes will commence immediately.
- Implementation is scheduled to be complete by 1st January 2019, at the latest.
- If necessary, formal notices of redundancy are likely to be served from 23rd September 2019, at the earliest.
- If necessary, dismissals are likely to take effect from 1st October 2019, at the earliest.

8. Implementation

A final implementation plan will be circulated following the publication of Committee's decision. In general, implementation will commence immediately. Human Resources will advise on technical/procedural aspects of the implementation plan.

9. Employee Support

Changing times can often be difficult. A confidential support service is available to staff through **Health Assured Limited** on **0800 030 5182**.

Careers support, advice and information is available from the National Careers Service. You can contact them on **0800 100 900** or visit their website at **nationalcareersservice.direct.gov.uk**

Support is also available from the Luton Town Centre Chaplaincy. The Town Chaplaincy Team offers a confidential, independent, non-judgemental listening ear to anyone regardless of faith or no faith. The Town Chaplains are available between 12-2pm Monday, Tuesday and Thursday at Luton Town Hall. The Team can also be contacted on the following numbers:

01582 545037 07528 498677 07557 686218

Further information from www.lutontcc.org.uk or email info@lutontcc.org.uk

