

Subject: Management Structure

Report to: Scrutiny Committee, 22nd August 2013

Report by: Jane Ratcliffe, Chief Executive Officer

SUBJECT MATTER/RECOMMENDATIONS

To note the responses to the questions raised by Scrutiny Committee at their meeting on the 18th July 2013.

1. INTRODUCTION/BACKGROUND

1.1 At the meeting of Scrutiny Committee on the 18th July 2013, the reports on the Management Restructure which were presented to Cabinet and Council were considered.

1.2 The following questions were discussed:

- i) Sickness records – have these changed since the restructure?
- ii) When will all Managers have job descriptions and appropriate pay grades in place, and what is the final cost savings likely to be in comparison with the forecasted savings and does this include any consultancy costs or any other one off costs?
- iii) Considering the important work needed to be done, should the Leader of the Opposition be a member of the ESG Project Board, and if not, why not?
- iv) Under the risk analysis has anything shown up yet, and has the Peer Review had any effect on this?
- v) Can a breakdown of the actual costs and savings as a result of the changes having taken place be presented?
- vi) What will be the daily/weekly financial implications of using Senior Officers from other local authorities to cover leave and sickness absence of our own Officers/Managers?
- vii) What is the policy for recruitment and appointment of the post of Chief Executive Officer with an explanation of the procedure?
- viii) What proposals are there for shared services at the moment?

1.3 This report responds to qs i), iv), vi) and vii). Responses to the other questions

will be given in subsequent reports to Scrutiny Committee.

2. RESPONSES

2.1 i) Sickness records – have these changed since the restructure?

Appendix 1 to this report shows the current sickness position in the year to date to June 2013 is 2.74% absence rate, an improvement on the previous year to date of 3.65%. The sickness rates have therefore improved since the restructure took place.

2.2 iv) Under the risk analysis has anything shown up yet, and has the Peer Review had any effect on this?

No issues have shown up which were identified in the risk analysis. The Peer Review has not had any effect on this.

2.3 vi) What will be the daily/weekly financial implications of using Senior Officers from other local authorities to cover leave and sickness absence of our own Officers/Managers?

There are no proposals to cover leave and sickness absence by using Senior Officers from other Local Authorities. The Executive Management Team is talking to other authorities in relation to mutual support and to ensure access to a wider set of skills and experience, but there is no proposal for remuneration.

2.4 vii) What is the policy for recruitment and appointment of the post of Chief Executive Officer with an explanation of the procedure?

There is no specific policy for the recruitment and appointment of the post of Chief Executive Officer, and this recruitment would therefore be covered under the Council's normal recruitment procedures. However, the Council's constitution contains additional requirements in relation to the recruitment of the Head of Paid Service (the Chief Executive Officer) and Chief Officers (Directors and Group Managers), as set out below:

“RECRUITMENT OF HEAD OF PAID SERVICE AND CHIEF OFFICERS

Where the Council proposes to appoint a Head of Paid Service or Chief Officer and it is not proposed that the appointment be made exclusively from among their existing Officers, the Council will:

- (a) Draw up a statement specifying the duties of the post together with a specification of the qualifications or qualities sought in the person to be appointed;
- (b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) Make arrangements for a copy of the documents mentioned in paragraph (a) to be sent to any person on request.

3. APPOINTMENT OF HEAD OF PAID SERVICE

- (a) The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a Committee or Sub-Committee of the Council. That Committee or Sub-Committee must include at least one Member of the Cabinet.
- (b) The full Council may only make or approve the appointment of the Head of Paid Service where no well-founded objection has been made by any Member of the Cabinet. “

3. RECOMMENDATIONS

3.1 That Scrutiny Committee note the report

FINANCIAL IMPLICATIONS:

None

LEGAL IMPLICATIONS:

None

EXECUTIVE BOARD OR DIRECTOR CONSULTATION:

EMT via email 16_08_2013

Does this report raise any legal, financial, sustainability, equality, Crime and Disorder or Human Rights issues and, if so, have they been considered?	Issues	
	Legal	No
	Financial	No
	Risk	No
	Sustainability	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No
	Equality	n/a

	EqlA Form completed	
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APPENDIX 1

Sickness statistics	Apr - Jun YTD		
	Period hours	Hours lost	Rate
Customer Services	37,137.55	1,179.70	3.18%
Environmental Services	13,612.69	1,102.60	8.10%
Governance	6,372.50	99.10	1.56%
Growth	6,964.00	77.70	1.12%
Housing Assets	12,931.90	784.90	6.07%
Housing Services	22,762.90	474.75	2.09%
Housing Health & Wellbeing	15,831.05	442.80	2.80%
Management	1,883.00	-	0.00%
Neighbourhood & Comms	3,320.00	155.40	4.68%
Property & Construction	7,712.00	43.80	0.57%
Planning	9,235.80	59.20	0.64%
Resources	20,403.30	93.45	0.46%
Tourism & Marketing	7,239.10	25.90	0.36%
	<u>165,405.79</u>	<u>4,539.30</u>	<u>2.74%</u>
2012/13	<u>187,833.00</u>	<u>6,861.75</u>	<u>3.65%</u>