

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:

RE17 0051

Box 1

DIRECTORATE: Regeneration and Environment

DATE: 10 March 2017

Contact Name: Adam Midgley

Tel. No.: 01302 737316

Subject Matter: Approval of continuation of the temporary Head of Service – Transport and Production within Trading Services and Assets for a 12 month period.

Box 2

DECISION TAKEN:

To approve the continuation of the enhancement to the salary of the PBM Senior Production Manager to the role of Head of Service for Transport and Production from the 1 April 2017 to the 31 March 2018.

Costs will be met from the Public Building Maintenance and Transport budgets.

Box 3

REASON FOR THE DECISION:

The Appropriate Assets Project, part of the DN17 programme, commenced during 2013/14 in order to rationalise the Council's assets. This change project has an ambitious aim to deliver substantial revenue savings of £5.05m per annum, generate significant capital income and realise a reduction of 60% to 70% of operational building assets.

Following the resignation of the supernumery Head of Service leading on this project on the 1 April 2016, responsibility was transferred to the Head of Property and Construction Services. This significantly increased their responsibilities and workload. The supernumery role also lead on the town centre, markets and transport functions within Trading Services and Assets. It was therefore agreed (ODR RE16 0023) to transfer a number these responsibilities to the Public Buildings Senior Production Manager and in addition transfer the leadership of the Fleet Transport team, formerly under the remit of the supernumery Head of Service, to this role with effect from the 1 April 2016. Other functions were picked up by the existing Heads of Service.

In order to allow the Head of Construction Services to focus on the delivery of the asset modernisation programme and continue with the significant remodelling of the Fleet Transport team, it recommended that the secondment arrangements continue for a further 12 months during which the position will be reviewed.

This will require the continued enhancement to the salary of the Public Buildings Senior Production Manager from Grade 12 to SMG2, and is therefore a saving over the full supernumery Head of Service salary that would have been required. Funding for this increase will be met from the current PBM and Transport budgets. This will extend the interim secondment to the 31 March 2018 during which time it will be reviewed.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

Option 1

To end the transitional arrangements now

Option 2

To continue the transitional arrangements for a period with a commitment to reviewing the continuing need.

It is recommended that Option 2 is implemented. A review was undertaken by the Assistant Director of Trading and Assets and the Head of Service of the current assets and property team's skills and capacity to undertake this work.

Box 5

LEGAL IMPLICATIONS:

S112 of the Local Government Act 1972 allows a local authority to appoint such officers as are necessary for the proper discharge of its functions, on such reasonable terms and conditions as it thinks fit. Salary grade should be determined by job evaluation. The Council has policies to deal with recruitment which should be followed.

Given the nature of the post required it is advisable to extend the current arrangement by amending the current contractual terms and confirming the same in writing ensuring that there are adequate termination provisions to enable the arrangement to be terminated/amended.

There is no decision requested in relation to any other backfilling of posts as a result of the enhancement so it is assumed any such arrangements are no longer in operation.

Name: Helen Wilson Signature: via email Date 13 April 2017
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The table below shows enhancement of salary from Grade 12 to SMG2 –

	Grade 12	SMG2	Enhancement
Basic	49,390	57,310	7,920
NI	5,700	6,790	1,090
Super	6,910	8,020	1,110
Total	62,000	72,120	10,120

The enhancement (covering 01/04/17-31/03/18) will be funded from PBM and Fleet Transport budgets.

Name: Lisa Sullivan **Signature:** by email **Date:** 31st March, 2017
Signature of Assistant Director of Finance & Performance
(or representative)


Box 7**HUMAN RESOURCE IMPLICATIONS:**

HR have been involved in and support the changes to the responsibilities of the Heads of Service and the decision pay a temporary enhancement to the PBM Senior Production Manager in order to ensure the appropriate assets project is delivered. The Council's secondment policy allows for 'long stay' arrangements to be for a maximum of two years (with extension as an exception). This arrangement should cease no later than 31 March 2018 during which time the continued need should be evaluated in line with the review of the structure in Trading Services and Assets.

Name: Angela Cotton **Signature:**  **Date:** 12/04/2017
Signature of Assistant Director of Human Resources and Communications (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

There are no procurement implications associated with this report

Name: S Duffield **Signature:**  **Date:**
Signature of Assistant Director of Finance & Performance
(or representative)

Box 9

ICT IMPLICATIONS:

There are no ICT implications associated with this report.



Name: Julie Grant **Signature:**

Date: 18th April 2017

**Signature of Assistant Director of Customer Services and ICT
(or representative)**

Box 10

ASSET IMPLICATIONS:

There are no asset implications associated with this Officer Decision Record

Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)

Signature: By email

Date: 13 April 2016

**Signature of Assistant Director of Trading Services and Assets
(or representative)**

Box 11

RISK IMPLICATIONS:

To be completed by the report author

LIKELIHOOD	5	<u>5</u>	<u>10</u>	<u>15</u>	<u>20</u>	<u>25</u>
	4	<u>4</u>	<u>8</u>	<u>12</u>	<u>16</u>	<u>20</u>
	3	<u>3</u>	<u>6</u>	<u>9</u>	<u>12</u>	<u>15</u>
	2	<u>2</u>	<u>4</u>	<u>6</u>	<u>8</u>	<u>10</u>
	1	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
		1	2	3	4	5
		IMPACT				

Risk: Risks are as set out in the body of this report and revolve primarily around successfully delivering what has already been agreed in the face of increased pressures, delivery and support of new projects and additional benefits that could be captured from new projects such as One Public Estate.

Mitigation: Mitigation could be considered by concentrating solely on the scope of the original project and not supporting new projects or developing additional opportunities for improvement.

Box 12
EQUALITY IMPLICATIONS:
To be completed by the report author

There are no anticipated equality implications with this proposal.

Name: Adam Midgley
(Report author)

Signature:

Date: 10 March 2017

Box 13
CONSULTATION

Consultation has taken place with the Portfolio Holder, Director of Regeneration and Environment and officers within Human Resources.

Box 14
INFORMATION NOT FOR PUBLICATION:

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting only signatures.

Name: Joan L'Amie **Signature:** **Date:** 18th May 2016
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: Dave Wilkinson

Dave Wilkinson, Assistant Director of Trading Services & Assets

Date: 18 April 2017