



REPORT TO EMPLOYMENT PANEL

20 FEBRUARY 2006

Date of Meeting:

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

**Title: RE-ORGANISATION OF THE MANAGEMENT STRUCTURE OF
CARLISLE CITY COUNCIL - STAGE TWO**

Report of: DEPUTY CHIEF EXECUTIVE

Report reference: CE 03/06

Summary:

The purpose of this report is to inform the Employment Panel of the outcome of Stage 2 of the re-organisation of the Management Structure of Carlisle City Council and to enable the Employment Panel to hear any appeals in relation to the assimilation and appointment process.

Recommendations:

1. That the Employment Panel notes the structures of the Management Teams within the new Directorates as reported in the accompanying report to the Executive.
2. That the Panel notes appointments to the new posts details of which will be tabled at the meeting and determines any appeals arising from the assimilation and appointment process.

Contact Officer: Jason Gooding

Ext: 7470

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 Details of the process and timetable for Stage 2 of the reorganisation of the Management structure are contained within the attached report for the Executive Committee. (Appendix 1)
- 1.2 Although the Employment Panel is not directly involved in the appointments to the new posts within each Directorate, the Panel will need to determine any appeals arising from the application of the assimilation protocol.
- 1.3 Members of the Panel will note from the report to the Executive that grades for the new posts have been determined based on advice from the North West Employers Organisation. Any appeals that newly appointed Service Heads may have in relation to these grades will be heard initially by the Staffing Forum and subsequently by Members if necessary in accordance with the Council's existing policies.
- 1.4 The deadline for appeals in relation to the assimilation and appointment process is 15 February 2006. Members will be provided with information on appointments and any appeals immediately following this deadline.



PORTFOLIO AREA: CROSS CUTTING

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**Title: RE-ORGANISATION OF THE MANAGEMENT STRUCTURE OF
CARLISLE CITY COUNCIL - STAGE TWO**

Report of: DEPUTY CHIEF EXECUTIVE

Report reference: CE 02/06

Summary:

The purpose of this report is to inform the Executive of the outcome of Stage 2 of the re-organisation of the Management Structure of Carlisle City Council. The details of appointments to the new posts will be tabled at this meeting.

Recommendations:

1. That the Executive notes the structures of the Management Teams within the new Directorates.
2. That the Executive notes appointments to the new posts, details of which will be tabled at the meeting.

Contact Officer: Jason Gooding

Ext: 7470

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 Details and the process for Stage 1 of the reorganisation of Carlisle City Council's management structure have been previously reported to the Executive at its meetings of 1 August and 30 August (ref CE 18/05 and CE 21/05). The structure and appointments of the Corporate Directors were subsequently approved by full council on 8 November 2005.
- 1.2 Following the appointment of the Corporate Directors, the new Senior Management Team (SMT) was tasked with determining and implementing the new Management Teams in each of the Directorates. This process has been led by the Deputy Chief Executive.
- 1.3 During Stage 1 of the reorganisation, the Chief Executive committed the Council to re-deploying former Business Unit Heads in the new Management Teams.
- 1.4 The SMT determined that former Business Unit Heads' salaries will be protected until the implementation of the Job Evaluation exercise that forms part of the Pay and Workforce Strategy project.
- 1.5 Following seven meetings of SMT the Management Teams within each Directorate were agreed as follows:

Legal and Democratic Services	Corporate Director	John Egan
Management Team	Head of Legal Services and Head of Democratic Services	
Corporate Services	Corporate Director	Angela Brown
Management Team	Head of Revenues and Benefits Head of Financial Services Head of Audit Services Head of IT Services	
Community Services	Corporate Director	Mike Battersby
Management Team	Head of Culture and Community Services Head of Environmental Services Head of Facilities	
Development Services	Corporate Director	Catherine Elliot
Management Team	Head of Planning and Housing Services Head of Property Services Head of Economic and Tourism Services	

**People Policy and
Performance**

Corporate Director

Jason Gooding

Management Team

Head of Personnel and Development Services
Head of Corporate Development Services
Head of Scrutiny Services.

Within each of the Directorates a member of the Management Team will be designated as Deputy. This role will be designated to a former Business Unit Head where practicable.

- 1.6 Once the posts were established, assimilation and appointment to the new post was carried out according to the following principles:
- i) The Council's existing assimilation protocol (as used in Stage 1) would be applied
 - ii) Former Business Unit Heads would be redeployed into the new structure
 - iii) The new structure would be affordable to the authority with no net cost to the Council. This was principally achieved by deleting an Executive Director post, the Head of Environmental Protection Services post and the Head of Strategic and Performance Services post.

The timetable for keeping affected individuals informed, applying the assimilation protocol, conducting interviews and apprising the Employment Panel is as follows:

Letter to affected staff	17 January 2006
Follow up letter to affected staff	1 February 2006
Deadline for appeals	15 February 2006
Employment Panel	20 February 2006.

- 1.7 Job Descriptions for the new posts were submitted to the North West Employers Organisation for advice on the appropriate grade. This advice was used to determine grades for the new jobs. Any appeals in relation to the grade of those posts will be considered by the Staffing Forum.
- 1.8 Following the completion of Stage 2, there will not be a formal Stage 3. Any further changes required would not be beyond the scope of the kind of changes that the council needs to make on a regular basis and will be handled through the Staffing Forum.
- 1.9 In order to improve continuously, particularly in the rapidly changing landscape of local government, the Council will often have to adapt and change in order to deliver value for money and high quality services. It is important that Members and officers distinguish between the substantial change of the reorganisation, which is

very nearly complete, and the constant, though less dramatic, change that any organisation needs to sustain.

2. CONSULTATION

- 2.1 Consultation to Date – Staff have been regularly updated on progress with the reorganisation through the Management Briefing and e-mails from the Chief Executive. Affected staff have been kept informed and had the opportunity to feed back to Corporate Directors in line with the timetable reported above. All staff have had the opportunity to comment and feed back on the Stage 2 reorganisation to their Corporate Director.
- 2.2 Consultation proposed – All staff and Members will be informed of the new structures and appointments to the new posts as soon as they are finalised.

3. RECOMMENDATIONS

1. That the Executive notes the structures of the Management Teams within the new Directorates.
2. That the Executive notes appointments to the new posts, details of which will be tabled at the meeting.

4. REASONS FOR RECOMMENDATIONS

To inform members of the Executive of the outcome of Stage 2 of the reorganisation of the Management Structure of Carlisle City Council

5. IMPLICATIONS

- Staffing/Resources – The appointments of staff to the new posts will be tabled at this meeting.
- Financial – The overall cost of reorganisation is covered by the efficiencies realised by the deletion of the posts of Executive Director, Head of Environmental Protection Services and Head of Strategic and Performance Services.
- Legal – Not directly applicable

- Corporate – the Senior Management Team has been working to ensure that the new structure, roles and responsibilities reflect the corporate priorities of the Council.
- Risk Management – Not directly applicable
- Equality Issues – Throughout the reorganisation, the Council’s policies have been carefully followed –principally the assimilation protocol.
- Environmental – Not directly applicable
- Crime and Disorder – Not directly applicable
- Impact on Customers – The establishment of the new Directorates and Management Teams with a clear focus on Corporate priorities will enable the Council to develop and deliver high quality services with a direct positive impact on our customers.