

DELEGATED POWERS REPORT NO.

1730

SUBJECT: People Changes for Finance (Internal Audit and Risk Management)
Directorate

Control sheet

All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to the Governance Service for publishing

All reports		
1. Governance Service receive draft report	Name of GSO Date	Jeremy Williams 18/6/12
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Andrew Charlwood 12/7/12
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Maria Christofi 29/6/12
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Cynthia Scott-Carnegie 12/7/12
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	N/A N/A
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Sinead Clifford 10/7/12
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 18/6/12
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Andrew Nathan 18/6/12
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	Maryellen Salter 12/7/12
10. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Name of GSO Date	Andrew Charlwood 12/7/12
11. Report published by Governance Service to website	Name of GSO Date	Andrew Charlwood 12/7/12
12. Head of Service informed report is published	Name of GSO Date	Andrew Charlwood 12/7/12
13. Expiry of call-in period	Date	N/A
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO	

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)

Subject	People Changes for Finance (Internal Audit and Risk Management) Directorate
Officer taking decision	Assistant Director of Finance, Audit and Risk Management
Date of decision	12 July 2012

Summary	This report approves people changes within Finance (Internal Audit and Risk Management) Directorate.
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Officer Contributors	Maryellen Salter, Assistant Director of Finance – Audit and Risk Management
Status (public or exempt)	Public (with separate exempt report)
Wards affected	None
Enclosures	None
Power being exercised	Council's Constitution in Part 3, Responsibility for Functions, paragraphs 6.2 and 6.3

Contact for further information: Maryellen Salter, Assistant Director of Finance – Audit and Risk Management, 020 8359 3167

Serial No. 1730

1. RELEVANT PREVIOUS DECISION

General Functions Committee at the meeting on the 15th September 2011 agreed the restructure of the Internal Audit and Risk Management service in order to meet the future needs of the Council.

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 The Corporate Plan sets the vision of Better Services with Less Money and outlines a more efficient organisation that makes best use of people and resources.
- 2.2 The changes set out in this report will ensure that the Finance (Internal Audit and Risk Management) Directorate is appropriately resourced and its establishment is managed to optimise effectiveness and efficiency.

3. RISK MANAGEMENT ISSUES

- 3.1 The maintenance of a current and up to date establishment list for Finance (audit and risk management) Directorate is vital to ensure that:
 - recruitment only takes place to posts which are correctly established and funded
 - that people performance data extracted from SAP is accurate and
 - the Council has a clear picture of its people resource.

4. EQUALITIES AND DIVERSITY ISSUES

- 4.1 The Equality Act 2010 requires public bodies and all other organisations exercising public functions on its behalf to have due regard to the need to: a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; b) advance equality of opportunity between those with a protected characteristic and those without; and c) promote good relations between those with a protected characteristic and those without.
- 4.2 The roles created and amended have been described and evaluated within normal HR practice and effected employees have been consulted about the roles created, amended and deleted within the Internal Audit and Risk Management structure.
- 4.3 The proposed changes will only have implications for the staffing and management under the control of the Chief Officer exercising the delegated powers. No compulsory redundancies will arise from the proposed changes because the posts which are being deleted or varied are currently vacant. All new posts created within the organisational structure are within budget and will be appointed in accordance with

the Managing Change Policy and in accordance with the Council's policy for equalities in recruitment.

- 4.4 The recruitment process will follow the principles of best practice in line with Barnet's recruitment and selection and Equal Opportunities policies. This will ensure that both posts are awarded on merit using fair and objective criteria. The law implies an equality clause within every contract of employment. To that end it is essential that there is a proper evaluation of the responsibilities of every post to ensure that pay is set at an equitable and appropriate level. For these reasons it is of vital importance that there is formal evaluation of these posts in accordance with the Local Government Job Evaluation Scheme.

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

5.1 Finance

- 5.1.1 Overall the cost of the additional/amended posts will be met within the existing agreed budgets. The change in posts will reduce the salary budget by approximately £9,000. However, this saving will be used within the budget for training and development of staff through virement.

5.2 Staffing

- 5.2.1 The 'as is' structure and the 'to be' structure as contained within the exempt report will result in one vacant post being amended and two vacant posts being deleted with 2 additional posted created.

- 5.3 There are no other resources implications.

6. LEGAL ISSUES

- 6.1 The law places a burden on an employer to effect organisational restructures fairly. In so doing, it requires that such proposals are subject to consultation with staff and with recognised trade unions for the requisite periods, that the procedures applied for the selection for redundancy where applicable are objective, reasonable, fair and free of discrimination, and that employers make all reasonable effort to locate suitable alternative employment for those employees selected for redundancy.
- 6.2 Variations to terms and conditions of employment, even when beneficial to the affected employee may not be effected unilaterally. It is vital that such changes be negotiated and agreed with affected staff in order that they are legally sound and have sufficient protection against legal challenge.

- 6.3 The law implies an equality clause within every contract of employment. To that end it is essential that there is a proper evaluation of the responsibilities of every post to ensure that pay is set at an equitable and appropriate level. For these reasons it is of vital importance that there is formal evaluation of these posts in accordance with the Green Book, which is the national agreement on pay and conditions of service for local government services as set by the National Joint Council. This Delegated Powers Report is in line with Green Book guidance.

7. CONSTITUTIONAL POWERS

- 7.1 Council's Constitution, Part 3, Responsibility for Functions – paragraph 6.1 states that Chief Officers can take decisions without consultation with the Cabinet Member concerned where it involves the implementation of an earlier decision of a committee or is in respect of operational matters within the Chief Officers sphere of managerial and professional responsibility and is not significant in terms of budget or policy.
- 7.2 Council's Constitution, Part 3, Responsibility for Functions – states in paragraph 6.3 that specific Chief Officers have powers to deal with staffing and other statutory matters for which the Council is responsible.
- 7.3 Council's Constitution, Part 3, Responsibility for Functions – states in paragraph 6.2 that Chief Officers may use whatever means they consider appropriate to discharge the functions allocated to them including engaging and deploying staff.

8. BACKGROUND INFORMATION

- 8.1 This report forms part of the routine management process of Deputy Chief Executive (Finance – Audit and Risk Management) Directorate' establishment. These changes will ensure that the establishment remains current and accurate.

The changes comprise of:

- Deletion of vacant posts
 - Creation of new roles
- 8.2 No compulsory redundancies will arise from the proposed changes because the posts which are being deleted or varied are currently vacant. All new posts created within the organisational structure are within budget and will be appointed in accordance with the Managing Change Policy.
- 8.3 The change in the posts has occurred as they have not currently been filled after two unsuccessful recruitment drives. The roles needed

further developing at the trainee level to offer support and progression according to the level of qualification achieved, the roles were not competitive in the current market and therefore have been adjusted to be similar to the training contracts already offered within finance. The trainee auditor roles have been re-evaluated and hence why a change in establishment is required.

9. LIST OF BACKGROUND PAPERS

9.1 None.

10. OFFICER'S DECISION

10.1 I authorise the change in structure within the Internal Audit and Risk Management service.

Signed	Maryellen Salter <hr/>
	Assistant Director of Finance, Audit and Risk Management
Date	12 July 2012 <hr/>