

DELEGATED POWERS REPORT NO.

1720

SUBJECT: People Changes for One Barnet and Corporate Programmes Teams

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	Governance Service 29/06/2012
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Andrew Charlwood 04/07/2012
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Gregory Pike 09/07/2012
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Jennifer Burt 27/07/2012
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	Lesley Meeks 09/07/2012
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Phillipa Larbi 27/07/2012
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 29/06/2012
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Andrew Nathan 29/06/2012
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	John Hooton 27/07/2012
10. Signed & dated report, scanned or hard copy received by Governance Service for publishing	Name of GSO Date	Andrew Charlwood 06/09/2012
11. Report published by Governance Service to website	Name of GSO Date	Andrew Charlwood 11/09/2012
12. Head of Service informed report is published	Name of GSO Date	Andrew Charlwood 11/09/2012
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	N/A

**ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER
(COUNCIL FUNCTION)**

Subject People Changes for One Barnet and Corporate Programmes Teams

Officer taking decision Deputy Chief Executive

Date of decision 27 July 2012

Summary	This report approves people changes within the One Barnet and Corporate Programmes Teams.
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Officer Contributors Ed Gowan, Assistant Director One Barnet

Status (public or exempt) Public (with separate exempt report)

Wards affected All

Enclosures None

Power being exercised The Council's Constitution in Part 3, Responsibility for Functions, paragraphs 6.2 and 6.3

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Serial No.1720

1. RELEVANT PREVIOUS DECISION

1.1 Delegated Powers Report 1651, 17 May 2012, in which:

- the role profile of Corporate Programmes Manager was revised and re-evaluated, creating the position of Head of Corporate Programmes; and
- the One Barnet programme team was moved to the Deputy Chief Executive's service;
- the position of Assistant Director – Commercial Services Transformation transferred to the Deputy Chief Executive's service and was re-titled 'Assistant Director – One Barnet'.

1.2 Cabinet Resources Committee, 20 June 2012 (item 9), in which:

- a drawdown in 2012/13 of £1.8m from the Transformation Reserve to fund the Council's Programme Management Office function was approved; and
- the requirement for £2.2m of Transformation Reserve monies between 2012 and 2015 (including the £1.8m noted above) was noted.

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 Deputy Chief Executive's 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 the Deputy Chief Executive's 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. Affected employees have been consulted about the roles created, amended and deleted within the To Be structure.

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

5.1 Finance

5.1.1 The changes listed in the table below would require a maximum net increase in staffing budget of £256,511. This would occur if the 4 Senior Project Manager positions were

appointed to without a commensurate decrease in the number of project managers. The intention, however, is to hold Project Manager positions vacant to part-fund the four new Senior Project Manager positions. Assuming that this can be done in all cases, this would decrease the next increase in the staffing budget to £19,943. All figures include on-costs.

This increase in the staffing budget will be met from:

- the PMO funding agreed by CRC on 20 June 2012 (see section 1, above);
- the standard practice of charging projects for the project management resource they use.

5.2 Staffing

5.2.1 The existing structure and revised structure are set out the related exempt report. This information has been exempted as individual employees would be identifiable from the information provided

5.2 There are no other resource 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.

7. CONSTITUTIONAL POWERS

7.1 The Council's Constitution in 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.

7.2 The Council's Constitution in 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.

7.3 This is a decision that does not fall within the criteria requiring a decision by the General Functions Committee. In particular we do not consider that this represents "major changes in working practices" (Council Constitution, Part 3 – Responsibility for Functions, p.16).

7.4 These changes only have implications for the staffing and management under the control of the Chief Officer exercising the delegated powers.

- 7.5 No compulsory redundancies will arise from the changes.
- 7.6 The posts which are being deleted are either vacant, or all individuals affected by the changes are in agreement.
- 7.7 All new posts created within the organisational structure are within budget.

8. BACKGROUND INFORMATION

8.1 This report forms part of the routine management process of Deputy Chief Executive's Directorate's establishment. These changes will ensure that the establishment remains current and accurate.

8.2 The changes comprise:

Reporting line changes:

- The Head of Corporate Programmes will cease to report to the Director of Commercial Services and will start to report to the Assistant Director – One Barnet. As a result, he (and associated budget) will be moving from the Commercial Services Directorate to the Deputy Chief Executive's Directorate.
- The Corporate Programmes Team will continue to report to the Head of Corporate Programmes. As a result, it (and associated budget) will be moving from the Commercial Services Directorate to the Deputy Chief Executive's Directorate.
- The One Barnet Programme Team will cease to report to the One Barnet Programme Manager and will start to report to the Head of Corporate Programmes.

Creation of new roles:

- Four Senior Project Manager positions will be created. These will be time-limited positions that will exist until 31/03/13 or the go-live of the NSCSO contract (whichever is the later).
- One Project Manager position will be created.
- One Assistant Project Manager position will be created. This will be time-limited positions that will exist until 31/03/13 or the go-live of the NSCSO contract (whichever is the later).

Deletion of vacant posts:

- The vacant position of One Barnet Programme Manager will be deleted.
- The vacant position of Change Manager will be deleted.

Revision of role profiles:

- The role profile of the Head of Corporate Programmes will be revised to reflect the position's new responsibility for managing the One Barnet Programme team. It is not expected that this will lead to a change in this position's grade. Any change in grade would be confirmed through a separate DPR.

8.3 The relevant HR policies have been applied to each of these changes. This did not require a formal staff consultation, although all staff subject to reporting line changes or revision of role profiles were informed about the changes and given an opportunity to comment. No substantive comments were received.

9. LIST OF BACKGROUND PAPERS

None

10. OFFICER'S DECISION

I authorise the following action:

- The movement of the line management (and related staffing budget) of the Head of Corporate Programmes from the Director of Commercial Services to the Assistant Director – One Barnet, Deputy Chief Executive's Directorate;
- The movement of the Corporate Programmes Team from the Commercial Services Directorate to the Deputy Chief Executive's Directorate;
- The movement of the line management (and related staffing budget) of the One Barnet Programme Team from One Barnet Programme Manager to the Head of Corporate Programmes;
- The creation of four fixed term Senior Project Manager positions;
- The creation of one Project Manager position;
- The creation of one fixed term Assistant Project Manager position;
- The deletion of the vacant position of One Barnet Programme Manager;
- The deletion of the vacant Change Manager position;
- The amendment of the role profile of the Head of Corporate Programmes to reflect the position's new responsibility for the One Barnet Programme team (with any related change to the position's evaluation being subject to a separate decision taken under delegated powers).

Signed

John Hooton, AD Strategic Finance (on behalf of Andrew Travers, Deputy Chief Executive)

Date

27 July 2012