

Report of the Head of Human Resources & OD

Proposed Timeline for Chief Officer Structural Changes

Summary

1. Staffing Matters & Urgency (SMU) committee in August requested visibility of the proposed timeline for the activity being carried out in revising and implementing new structures at Chief Officer Level.
2. SMU agreed to implement a Chief Operating Officer model to take on the Head of Paid service duties and as such has asked that the Head of Paid Service brings back to SMU a proposed structure for the Chief Officers.
3. This paper provides a timeline for the current purposed changes, both permanent and interim.
4. Please note that these could change due to any impact of the pandemic or as a result of any HR processes and activities that occur during consultation and implementation that cannot be seen in advance.
5. Recommendation:
 - i. Staffing Matters & Urgency committee are asked to note the content of the report.

Reason: To give member oversight of timescales to achieve a permanent Chief Officer structure.

Background

6. Staffing Matters & Urgency (SMU) committee in August requested visibility of the proposed timeline for the activity being carried out in revising and implementing new structures across Chief Officer's.

7. SMU committee, after detailed consultation and research and recommendations by the LGA, agreed to implement a Chief Operating Officer (CCO) model to take on the most senior officer role in the council. This role as Head of Paid service has a number of statutory duties, one of which is being responsible for the officer structure in the council.
8. SMU requested that once the COO is appointed they will consider the permanent structure required at Chief Officer Level and present this back to the committee.
9. There are multiple activities happening in parallel to achieve the outcomes already agreed by SMU, those decision put forward for consideration by SMU on 21 September and then to provide further structural options for consideration.
10. The multiple activities are listed below:
 - i. Chief Operating Officer Implementation (agreed 24 August 2020)
 - ii. Assistant Director of Finance (Section 151)
 - iii. Interim CLG structure to cover vacant Corporate Director HHASC
 - iv. Interim AD Housing & Community Safety
 - v. Permanent structure for Chief Officers
11. This paper provides a timeline for the current purposed changes, both permanent and interim.
12. Please note that these could change due to any impact of the pandemic or as a result of any HR processes and activities that occur during consultation and implementation that cannot be seen in advance.

High Level Timeline

13. The individual estimated time lines for each activity are shown below. However key milestones are:
 - I. COO appointment to be approved at full council, end of October 2020;
 - II. AD Director of Finance (Section 151) to notify at full council end of October 2020;
 - III. Interim CLG structure to be effective by 19 October 2020 and
 - IV. Interim AD Housing to be appointed by end of September 2020.

14. The consultation will commence for the permanent structure for Chief Officers late September, with proposal presented by the COO for consideration by SMU in December 2020. Once a preferred option agreed formal consultation with effected chief officers commences with an anticipated completion date 31 March 2021.

Individual Timelines

Chief Operating Officer Implementation

15. HR processes have commenced and staff affected are being consulted. It's anticipated that an appointments subcommittee will sit week commencing 28 September.
16. Full council will be asked to approve the appointment in its October 2020 meeting.

Assistant Director of Finance (Section 151)

17. Consultation with staff will commence week commencing 14 September. It is anticipated that HR processes will be concluded and an appointments subcommittee will sit early October.
18. Full council will be asked to note the allocation of section 151 duties to the AD Finance role in its October 2020 meeting.

Interim CLG structure to cover vacant Corporate Director HHASC

19. If the interim proposal is agreed as presented to SMU on 21 September, expressions of interest will be sought from eligible AD's by 29 September with an appointment subcommittee being held w/c 5 October 2020.
20. The Interim Director roles will be effective from 19 October 2020.

Interim AD Housing & Community Safety

21. Internal applicants have been invited to express interest with the appointment sub committee to be held week commencing 21 September 2020.

22. As its internal the start date for the appointment will be as soon as can be agreed for the release of the candidate. Expected no later than 19 October 2020.

Permanent structure for Chief Officers

23. It is expected that consultation will commence on a permanent structure week commencing 22 September 2020.
24. Consultation will continue and be led by the current interim Head of Paid service. The COO will then lead this process through, once appointed and report back to SMU.
25. It is hoped that a proposal will be presented in December 2020.
26. Depending on the proposal and decision at SMU, formal consultation with staff affected by the proposal will commence.
27. It is anticipated that the structure agreed will be implemented at the latest by 31 March 2021.

Consultation

28. This report is providing an overview of timeline from other reports presented to SMU, and hence no requirement for formal consultation on the contents of this paper.

Council Plan

29. Making an appointment to these posts will contribute to delivering the Council Plan and its priorities.

Implications

30. The following implications have been considered:
 - **Financial** – no implications on content of the report. Financial implications on the processes referred to in the report are contained in other reports.
 - **Human Resources (HR)** – no implications on content of the report. HR implications are contained within other reports.

- **Equalities** - There are no equalities implications.
- **Legal** – no implications on content of the report. HR implications are contained within other reports.
- **Crime and Disorder** – There are not crime and disorder implications.
- **Information Technology (IT)** – There are no IT implications.
- **Property** – There are no property implications.
- **Other** – There are no other implications.

Risk Management

31. The risk of no or delayed appointment could risk delivery against the Council Plan and its priorities.

Recommendations

32. It is recommended that:
 - i. Staffing Matters & Urgency committee are asked to note the content of the report.

Reason: To give member oversight of timescales to achieve a permanent Chief Officer structure.

Contact Details

Author:

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Chief Officer Responsible for the report:

Ian Floyd - Interim Head of Paid Service

**Report
Approved**



Date 10/09/2020

Specialist Implications Officer(s)

Legal: Janie Berry – Director of Governance

Finance: Debbie Mitchell – Interim Section 151 Officer

Wards Affected:

All



For further information please contact the author of the report

Annex: