

Name of meeting: Personnel Committee

Date: 16 September 2014

Title of report: Assistant Director Support Services - Deletion of post

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Is it in the Council's Forward Plan ?	No
Is it eligible for "call in" by Scrutiny ?	No
Date signed off by <u>Director</u> & name	Yes - Ruth Redfern 18.8.14
Is it signed off by the Director of Resources?	Yes - David Smith 27.8.14
Is it signed off by the Assistant Director - Legal Governance and Monitoring?	Yes - Julie Muscroft 26.8.14
Cabinet member portfolio	Resources (Cllr Graham Turner)

Electoral [wards](#) affected: None

Ward councillors consulted: None

Public or private: Public

1. Purpose of report

This report requests the deletion of the post of Assistant Director of Support Services.

2. Key points

The post of Assistant Director of Support Services was created in 2010; the key responsibilities were functions including Communications, Learning and Development, Payroll and Personnel admin and Human Resources. The post holder left the Council in January 2014 and the management responsibilities were taken over by the Director of Communities and Transformation and Change, excepting Payroll and personnel admin services which are now incorporated within HD-One, within Resources, following the implementation of the new SAP system. It is proposed to delete this Assistant Director post, based on operational changes which mean it is no longer needed. The post would be deleted from 31 August 2014.

After taking into account the new post of Head of Transformation referred to below, this will result in annual net savings of around £50k.

3. Implications for the Council

The remaining areas of responsibility belonging to the Assistant Director post are being carried out by the Director of Communities, Transformation and Change along with the Heads of Service within this Directorate.

As the Council is going through major changes an alternative type of role is needed. Members are asked to note that the Director for Communities, Transformation and Change has begun the process to recruit a Head of Transformation with an appointment expected by October 2014 to work directly with Elected Members on shaping transformational activities, looking at “doing things differently”.

The grade for this post is likely to be Grade 18, which can be contained within the budget for the directorate given the savings set out in Section 2 above.

4. Consultees and their opinions

News of these changes was shared with the Chief Executive and the Leaders of the Groups in July 2014.

5. Next steps

To link with the changes to senior management based on the budget processes

6. Officer recommendations and reasons

That the post of Assistant Director for Support Services is deleted as it is no longer operationally required.

7. Cabinet portfolio holder recommendation

The Portfolio Holder for Resources agrees that the post of Assistant Director for Support Services be deleted as it is no longer operationally required.

8. Contact officer and relevant papers

Ruth Redfern, Director Communities, Transformation and Change

9. Assistant director responsible

N/A