



REPORT TO THE JOINT COMMITTEE

12 NOVEMBER 2015

Report by: GwE Managing Director

Subject: GwE Staffing Structure - Decision Making

1.0 Purpose of the Report

1.1 To report on the current decision making process regarding the staff structure in GwE, the procedure within local authorities & the proposed delegation of decisions.

2.0 Background

2.1 Schedule 2 of the current Inter Authority Agreement (18/02/13) states that the Joint Committee is to approve the staff structure. As a result, any new positions need to be presented to & agreed by the Joint Committee.

2.2 As the meetings of the joint Committee are held on a termly basis only, the process can cause delays in the appointments process.

3.0 Considerations

3.1 Within local authorities, any changes to staffing structures are decided upon by the relevant Head of Department / Director in consultation with the Heads of Finance & Human Resources.

3.2 The specific matters noted below must be addressed by the relevant cabinet member, relevant committee or cabinet:

- Appointment of a new Head of Department or Corporate Director;
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- Every application for new money;
- All changes to the structure which involve diverting more than £200,000 between finance headings;
- Matters that are likely to affect the service's performance.

3.3 It is proposed that the Joint Committee delegates the decision making to the Managing Director of GwE in line with the same decision making powers as the Directors / Heads of Department within the host authority (the proposed procedure is included as appendix 1).

3.4 It is proposed that the GwE Managing Director will report on the structure within the GwE Business Plan & the GwE Annual Report.

4.0 Recommendations

4.1 The Joint Committee is asked to:

4.1.1 Note the content of the report

4.1.2 Agree to delegate the responsibility of making amendments to the GwE structure to the GwE Managing Director (in accordance with the processes used within the host LA and included as appendix 1).

5.0 Financial Implications

5.1 There are no new financial implications arising from this report.

6.0 Equalities Impact

6.1 There are no new equalities implications arising from this report.

7.0 Personnel Implications

7.1 There are no new personnel implications arising from this report.

8.0 Consultation Undertaken

8.1 The proposal has been agreed by the GwE Management Board.

9.0 Appendices

9.1 Procedure for changing the staffing establishment within the host LA.

OPINION OF THE STATUTORY OFFICERS

Monitoring Officer:

The proposed delegation process appears to be appropriate with suitable provision for managing the process.

Statutory Finance Officer:

This report's recommendation to delegate the responsibility of making amendments to the GwE structure to the Managing Director appears reasonable and adopts existing processes and controls used within the host local authority. For clarity, I note that the 'Guidelines' appended to the report make it clear that staffing matters must go before the Joint Committee for decision if they would commit any budget exceeding GwE's existing resources (new money to create or upgrade a post).

Appendix 1:

CHANGES TO THE STAFFING ESTABLISHMENT
FORM

AUTHOR:	
DATE OF FORM:	
SECTION:	
SERVICE:	
POST(S) TO BE CHANGED:	
DATE OF IMPLEMENTATION:	

1.	A description of the changes made (a report or staff structure chart and a job description along with consultation with the Human Resources Advisor must be attached)
2.	Reason for the change (the business case). (The Human Resources Advisor must be consulted with)
3.	Financial details (The Finance Manager must be consulted)

3 a	The cost of changes (or savings) on the maximum of the relevant scales.	
3 b	Funding resource (note the financial code and the exact amounts to be moved)	
	Financial Code	£
4.	The following's approval must be sought prior to implementing the changes.	
		Date of Approval
	GwE Managing Director	
	Head of Finance Department	
Head of Corporate Support Department (HR)		

PROPOSED PROCEDURE FOR CHANGING THE STAFFING ESTABLISHMENT

Guidelines on dealing

with staffing matters

Which matters must be addressed by the Management Committee?

addressed by the Board / Joint

These matters Management Committee:

must go before the Board / Joint

Consult on the post's salary scale with the Human Resources Advisor

MD identifies the need to change the staffing establishment

Consult with the Finance Manager, the Human Resources Advisor, (the JC Chair where necessary -see guidelines)

MD to complete the "Changes to the Establishment" form electronically - to include a current and proposed regulatory chart, amended job descriptions as well as a business case

• Joint Committee:

Consult with the Finance Manager and the Human Resources Advisor

Appointing a new member to the Senior Leadership Team

- Management Board: selection of the list. .

For the avoidance of doubt, appointment process of the reserved to the Joint

MD to e-mail the form to the Head of Finance Department

short

The MD will be Committee

Head of Finance Department to approve and e-mail the Form to the Human Resources Advisor

These matters must go

before the Joint Committee:

- Every money to post
- All changes to involve £200,000 headings.

application for new create or upgrade a

the structure which diverting more than between finance

Head of Corporate Support (HR) to approve the application and send it back to the MD with a copy for the Head of Finance, the Support Services Manager and the HR Information Management Officer

When would it be appropriate to report to Joint Committee anyway?

MD implements the changes

Support Services Manager ensures the amendment of the Establishment and gives the Salaries and Pensions Units the information

HR Information Officer monitors the changes

If there is a doubt that the proposed changes are likely to attract public attention or affect employees/employer relations e.g. substantial changes to working terms and conditions of a group of workers, a situation that could lead to compulsory redundancies due to excess, etc. The Head of Corporate Support (Human Resources) in the host authority and the Chair of the Joint Committee should be consulted with in order to decide whether or not to refer the matter to the Joint Committee.

When should the Chair of the Joint Committee be consulted with?

The Chair of the Joint Committee must be consulted when:

- When there is doubt whether or not a report should be submitted to the Joint Committee [see above]
- When a report on staffing matters is submitted to the Joint Committee [see above]

What changes require the submission of the “Changes to the Staffing Establishment” form?

The form must be completed for the following changes;

- All permanent changes to the staffing structure [i.e. that last for more than 12 months]
- All permanent changes to the scale of a post
- Any temporary changes to the staffing structure that have been in force for 12 months

There is no need to complete a form for the following changes;

- Temporary appointments [less than 12 months]
- Temporary secondments
- Allowing additional increments within a scale
- Award an honorarium in accordance with the policy on honorariums

What happens to individual applications for regarding?

Every application like this should be referred to the Host Authority Head of Corporate Support who will process it in line with the Procedure for dealing with Individual Applications for Re-grading (Section 3.4 of the Terms of Employment).