

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>8 February 2006</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Corporate Resources Structure</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ ask the Committee to agree to changes in the Corporate Resources structure.

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the revised structure for the senior/middle management within Corporate Resources be as shown in Appendix 1; and
- (2) that responsibility for Data Protection in the Council be transferred from Finance and IT Resources to Corporate Resources.

## 3. Background

3.1. Corporate Resources was restructured in 2003 on the retirement of the Head of Operations. Since then the position has been reviewed in light of operational experience and service development.

## 4. Current Position

4.1. A review of the operation of each Service since the restructuring indicates:-

### **Corporate Communications/Public Affairs**

The work associated with Information Services was allocated to this Service, but experience indicates that, apart from Printing, it would be preferable to operate this between Administration Services and Personnel Services and this will be detailed under the appropriate section.

### **Administration Services**

The Electronic Committee Administration System has now been fully implemented and work to refine the Resource budget and support system has been completed and implemented.

It is more appropriate that the work of Information Services, transferring from Corporate Communications/Public Affairs, with the exception of Consultation, should be within this Service.

This re-allocation of duties will allow the deletion of 2 Manager posts and with the revised workload being carried out in a new structure which will see 5 Officer posts being regraded to Adviser.

## **Legal Services**

The operation of the Devolved Legal Services has now been fully established and is operating well. The integration of District Courts, Licensing and Registration Services is now fully implemented, although there will need to be a further stocktake when the position in respect of the reorganisation of District Courts is clear.

An examination of workload in Legal Services has identified that many of the complex issues associated with Freedom of Information and Data Protection enquiries are being dealt with by Legal Services. Following consultation with the Executive Director (Finance and IT Resources), it has been agreed that the responsibility for Data Protection be transferred to the Executive Director (Corporate Resources). This will not involve any staff transfer between the Resources. In implementing the revised structure, the responsibility of the Head of Legal Services for Freedom of Information and Data Protection will be formalised.

## **Personnel Services**

The incorporation of Health and Safety with Contingency Planning and the development of the Devolved Health and Safety framework is now complete. The development of the Council's Equalities Strategy and Vocational Development initiatives is now well established. The Council has also established a comprehensive Leadership and Succession Planning Programme.

An examination of the work of Consultation Services shows that it would be better placed within this Service, as it is an integral part of the strategic support for the Council's improvement process.

## **5. Employee Implications**

5.1. It is proposed that to reflect the development in services and the proposed changes, the posts of Corporate Services Manager, Information Services Manager, Project Manager and Diversity Manager be deleted from the senior/middle management of the Resource. These changes can be achieved by voluntary early retirement.

5.2. The structure for the senior/middle management would be as shown in Appendix 1.

## **6. Financial Implications**

6.1. These changes will result in a saving of £276,500 per annum, including employer's contributions.

## **7. Other Implications**

7.1. None.

## **8. Consultation**

8.1. Consultation has taken place with the relevant Trade Union.

**Alan Cuthbertson**  
**Executive Director (Corporate Resources)**

11 January 2006

**Link(s) to Council Objectives**

- ♦ Creating Successful Communities
- ♦ Supporting the Community
- ♦ Delivering Modern Services
- ♦ Managing Resources

**Previous References**

- ♦ Corporate Resources Committee - 19 March 2003
- ♦ Corporate Resources Committee - 2 July 2003

**List of Background Papers**

None

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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## Staffing Changes

		Present	Revised
<b>Administration Services*</b>			
Head of Administration Services	Grade 6	1	1
Managers	Grade 5	5	3
Advisers	Grade 4	0	5
Officers	Grade 3	12	7

**\*Including staff transferred from Information Services**

## Corporate Communications/ Public Affairs

Head of CC/PA	Grade 6	1	1
Managers	Grade 5	4	4

## Legal Services

Head of Legal Services	Grade 6	1	1
Managers	Grade 5	3	3
Advisers	Grade 4	4	4

## Personnel Services

Head of Personnel Services	Grade 6	1	1
Managers	Grade 5	4	2
Advisers	Grade 4	10	9*

**\*Post to be replaced at Officer level**

Levels within the broadbanded grade will be assessed according to the Council's Competence Initiative Scheme.