

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 30 th April 2020	Ref No: 129
Type of Operational Decision:	
Executive Decision <input type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For publication	
Title/Subject matter: Interim changes relating to 4 positions / services within the Operational Services Department	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Y
(ii) not in conflict with Council Policy	Y
(iii) not raising new issues of Policy	Y
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	The proposed interim honorariums / location of services will not have a negative impact on a group of people.
Details of Operational Decision Taken <i>[with reasons]</i> :	
Background	
<p>On 9th March 2020 JET approved a proposed restructure to the top management tier of the Operations Department, which was then due to be presented to HRA Panel and S188 later in March 2020. As a result of the Government’s announcement for a ‘Lockdown’ in connection with COVID-19, the proposed restructure has been temporarily put on hold due to all formal meetings required to be undertaken as part of the agreed governance route for restructuring not taking place at the moment.</p> <p>The Trade Union Convenor has been informally briefed on the proposed restructure and has also been discussed with, and communicated with, in respect of the full Department of Operations in January 2020.</p> <p>On 13th January 2020, HR Appeal Panel and Cabinet approved the final changes to the Council’s organisational structure, with a single 4 department structure alongside establishing the One Commissioning Organisation, and realigning teams within the new structure to better support strategic objectives. The Council wide restructure transferred several additional services to the existing Operations Department with immediate effect. This included Libraries, Architects, Markets, Depot Stores, Licensing and Trading Standards well as Admin Buildings.</p>	

The proposed restructure for Operations Department top management tier includes the creation of an Assistant Director (Operational Strategy) and the creation of a Head of Facilities Management (both these positions have been approved at HRA on 27/2/20), together with the realignment of Heads of Services, and the positioning of services across the Department.

In light of the continued COVID-19 crisis, and the subsequent timetable to implement the Operations Department top management tier restructure, approval is sought to implement interim honorariums for 3 individuals for whom, proposed changes to their positions reflect the immediate high priorities, or reflect changes which need to take place both strategically and operationally. In addition, approval is sought to transfer departmental services pending consultation.

Proposed Changes

It is proposed that the changes detailed below are to be implemented with immediate effect, on an interim basis (via honorarium payments), pending full consultation on the restructure to the top management tier of the Operations Department progressing through due governance arrangements, as soon as is feasible, in accordance with S188 protocol: -

1. Transfer of Depot Stores to Waste Management and Transport, and implement a temporary honorarium (to SM2)

Bradley Fold Stores was transferred to Operations with immediate effect following the Council wide restructure (01/01/20). Due to the time required to formalise the proposed location of Stores under the Head of Waste and Transport (as per the Operations Department proposed top management tier restructure) the service has continued to be managed on an interim basis by the Head of Procurement (Corporate Core). It has also been confirmed that the existing service manager for Stores will soon retire on grounds of ill health.

Following discussion between the Head of Procurement and Head of Waste and Transport it has been agreed that it would be timely and helpful for the Stores to transfer permanently to the Head of Waste and Transport with immediate effect (from 27/04/20) and in accordance with the proposed wider departmental restructure.

The Head of Waste and Transport role currently includes Waste Management, Recycling, Depot Management, Transport, MOT's, Transport with Driver, Workshop and Street Cleaning. As part of the Operations Department top management tier restructure, Bradley Fold Stores is proposed to be included as an additional service to bring together all activity at Bradley Fold depot. The Stores provides a significant throughput of equipment and supplies including all building, electrical and plumbing supplies to Six Town Housing as well as parts for the transport workshop and other operational services. The amended JD for the Head of Waste and Transport (which incorporates Stores) has already been amended and moderated at SM2 £50,370 - £53,312.

Approval is therefore sought to temporarily transfer the Depot to the Head of Waste Management and Transport, and implement a temporary honorarium (based on the amended JD outlined above) from 27/4/20. The honorarium will cease when the implementation of the structure for the top management tier for the Department of Operations takes effect. The impact is a change of line manager for one employee. The additional cost is fully funded within current budget.



2. Transfer the Environmental Health Team to the Head of Trading Standards and Licensing, and implement a temporary change of job title to Acting Head of Public Protection

The Head of Health and Environmental Protection retires on 30th June 2020. As part of the Operations Department top management tier restructure, the current JD for Head of Trading Standards and Licensing is proposed to be retitled Head of Public Protection, bringing together Trading Standards, Licensing, Animal Welfare, Environmental Health and Enforcement, and Climate Change to create an integrated Public Protection Service and Enforcement function.

From 1/4/20 the Head of Trading Standards and Licensing has been strategically and operationally responsible the Environmental Health team as the Head of Health and Environmental Protection has been leading on the Mortality Plan for Bury as a key COVID-19 duty. (A handover has taken place). (The Pest Control Team, originally part of the remit of the Head of Health and Environmental Protection is proposed to transfer to Street Scene as part of the wider Operations Department restructure).



Head of Public Protection.doc

A job description and person specification for the Head of Public Protection has been created and evaluated and moderated at SM2, £50,370 - £53,212 per annum.

Approval is therefore sought to temporarily transfer the Environmental Health Team to the Head of Trading Standards and Licensing, and implement a temporary change of job title to Acting Head of Public Protection, pending the implementation of the structure for the top management tier for the Department of Operations takes effect. The impact is a change of line manager for three employees. There is no additional cost.

3. Transfer the Pest Control Team to the Head of Street Scene Maintenance, and implement a temporary honorarium (to SM2)

The proposed Operations Department top tier restructure proposes the transfer of Pest Control to Street Scene services. In light of the change proposed in **2.** above, it is proposed that the Pest Control Team is transferred on a temporary basis with immediate effect. The impact is a change of line management for one employee

This will allow time for the existing Head of Street Scene Maintenance to work closely with the Head of Health and Environmental Protection who manages Pest Control until their retirement in June 2020. It will also take some of the work demand away from the Acting Head of Public Protection who will also be developing a wider service.

The proposed Operations Departmental restructure also proposes further changes to the Head of Street Scene Maintenance job description (which will also be subject to consultation). Approval is therefore sought to implement a temporary honorarium for the additional responsibility. The honorarium will cease when the implementation of the structure for the top management tier for the Department of Operations takes effect. The impact is a change of line manager for one employee. The additional cost is fully funded within current budget.

Project Manager (Integrated Wellness), proposed temporary honorarium and temporary change of job title to Acting Head of Strategic Projects

The post holder currently provides strategic project management including developing restructures, service redesigns and service reviews (such as the Leisure review, service recovery plans and service development).

As part of the proposed Department of Operations top management tier restructure, day to day management of executive support and external funding are proposed to be included as additional areas to ensure all project management, governance, business support and transformation is in one place for the department.

From 12/3/20, the Project Manager (Integrated Wellness) has been managing the newly recruited Executive Assistant, and has developed an executive support function for the department. Since the Executive Director of Operations joined Bury Council in January 2020, the post holder has been leading on projects and programmes across the full Department, as opposed to just integrated wellness. The post holder is leading key projects and programmes which remain a high priority (as per the revised job description) including :-

- The Leisure review alongside the AD Operations including the addition of walking and cycling strategies
- Establishing the FM structure and plans with consultants Peopletoo
- Establishing the carbon management structure and programme plan
- Early work to establish statutory compliance on our Council buildings
- COVID-19 - Working with the AD Operations to establish what the future norm will look like for services and implementing social change across Operations as well as produce any other COVID-19 reports

A job description and person specification for Head of Strategic Projects has been created and evaluated and moderated at SM2, £50,370 - £53,212 per annum.



Head of Strategic
Projects.doc



Approval is therefore sought to implement a temporary honorarium (based on the amended JD outlined above) from 1/4/20, and implement a temporary change of job title to Acting Head of Strategic Projects. The honorarium will cease when the implementation of the structure for the top management tier for the Department of Operations takes effect. Funding has already been approved via the JET meeting on 9th March 2020.

Financial Overview

Approval is therefore sought to implement the three honorariums as outlined above. Funding for the honorariums is covered via detail presented to JET in March 2020 in respect of the Department of Operations top management tier, as per the budget spreadsheet embedded below.



Budget.xlsx

Decision taken by:	Signature:	Date:
Executive Director Operations – Donna Ball		04/05/2020
Assistant Director Operations – Neil Long		30/04/2020
Joint Chief Financial Officer (CCG & LA)		
Head of Workforce – Simon Bagley		
Members Consulted [see note 1 below]		
Cabinet Member, Environment – Alan Quinn		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Executive Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**