

## **WIRRAL COUNCIL**

### **EMPLOYMENT AND APPOINTMENTS COMMITTEE – 16 SEPTEMBER 2010**

#### **REPORT OF THE DIRECTOR OF LAW, HR AND ASSET MANAGEMENT**

#### **DELEGATION OF AUTHORITY FOR CHANGES TO STAFFING STRUCTURE (UP TO AND INCLUDING SPINAL COLUMN POINT 49)**

##### **1.0 EXECUTIVE SUMMARY**

This report seeks approval to grant delegated authority to Chief Officers for any changes to the Council's staffing structure, including creation and deletion of posts involving employees up to and including Spinal Column Point (SCP) 49.

This would amend the current procedure whereby changes to the staffing structure, including the creation and deletion of posts at any level, are submitted to Employment and Appointments Committee for approval.

##### **2.0 BACKGROUND**

2.1 Currently under the Council's Constitution, Part 3, Responsibilities for Functions, Scheme of Delegation to Officers, Personnel and Staffing Powers, (Para 28), Chief Officers have the power to appoint, dismiss or transfer staff or take any other action with regard to the employment of staff in accordance with the Employment Procedure Rules and Scheme of Delegation to the Chief Executive.

2.2 Under the scheme (Para 36) the Chief Executive is authorised to:

- Approve amendments to organisational structures (except those covered by the JNC for Chief Executives and Chief Officers) in accordance with national grading criteria, provided resources are available within the workforce budget and the changes involve no overall increase in staffing costs.
- Authorise temporary variations in a department's establishment by the creation of posts to be held against unfilled posts of a similar nature, provided the maximum salaries of the new posts are not more than those of the unfilled posts.

2.3 Cabinet agreed on 24 June 2010, in a resolution in response to report 31A, that the Head of HR/OD be asked to prepare a report for Employment and Appointments Committee for referral to Council for a decision, setting out a new procedure for creating and deleting posts on the staffing structure and appointing staff up to SCP 49 under an appropriate system of delegated Authority to officers.

2.4 It was also proposed that should a new procedure be adopted, all vacant posts currently shown on the staffing establishment will be deleted other than by exception as agreed by the relevant Director, Director of Finance and Head of HR/OD.

##### **3.0 PROPOSAL**

3.1 It is proposed that delegated authority is granted to Chief Officers to create, delete and amend posts on the staffing structure below SCP49.

It is proposed that a procedure is adopted for the creation deletion or amendment of posts that includes authorisation from:

- Chief Officer (relevant department)
- Director of Finance
- Head of HR/OD

- 3.2 For proposed changes to the staffing structure to be implemented, authorisation must be obtained from all three Officers. Please see attached pro-forma which has been developed for authorising changes to staffing structure.
- 3.3 This process will provide a consistent approach and ensure that the Council's staffing structure continues to be closely managed and provide a robust process for monitoring costs which is critical in the current challenging economic environment.
- 3.4 The responsibilities for each signatory are as follows:
- Chief Officer (relevant department)** - To ensure proposals meets service delivery requirements, can be resourced, represents best value for the Authority and that any alternative options have been considered.
- Head of HR/OD** - To ensure staffing proposals accord with HR policies, vacancy management procedures and that any employment law, employee relations and Job Evaluation implications are considered.
- Director of Finance** - To ensure budgetary and financial information contained within proposal is accurate and affordable based on the information provided.
- 3.5 Delegated authority to Chief Officers will allow decisions to be made around creation, deletion and amendment to posts more speedily which will be of benefit to the Council.
- 3.6 Amendments to posts include changes to grade, contractual status and additional hours in posts up to and including SCP 49, which impact on the staffing structure and costs.
- 3.7 SCP49 is Grade PO14 and the salary is £41,616
- 3.8 Excluding teaching staff, there are approximately 175 posts above SCP 49 which would fall outside the scope of this procedure.
- 3.9 Should the Committee approve these changes they are requested to recommend to Council that the Scheme of Delegation be amended accordingly.

#### **4.0 STAFFING IMPLICATIONS**

- 4.1 There are no implications under this heading,

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 There are no implications under this heading,

#### **6.0 EQUAL OPPORTUNITIES/EQUALITY IMPACT ASSESSMENT**

- 6.1 There are no implications under this heading.

#### **7.0 HEALTH IMPLICATIONS/IMPACT ASSESSMENT**

- 7.1 There are no implications under this heading.

#### **8.0 COMMUNITY SAFETY IMPLICATIONS**

- 8.1 There are no implications under this heading.

## **9.0 LOCAL AGENDA 21 IMPLICATIONS**

9.1 There are no implications under this heading

## **10.0 PLANNING IMPLICATIONS**

10.1 There are no implications under this heading.

## **11.0 ANTI-POVERTY IMPLICATIONS**

11.1 There are no implications under this heading.

## **12.0 SOCIAL INCLUSION IMPLICATIONS**

12.1 There are no implications under this heading.

## **13.0 LOCAL MEMBER SUPPORT IMPLICATIONS**

13.1 There are no implications under this heading

## **14.0 BACKGROUND PAPERS**

14.1 None.

## **5.0 RECOMMENDATIONS**

15.1 Committee is requested to:

Recommend Council to approve the procedure to grant delegated authority to Chief Officers for any changes to the Council's staffing structure, including creation, amendment and deletion of posts involving employees up to and including Spinal Column Point (SCP) 49 and to revise the Scheme of Delegation accordingly, with immediate effect.

**BILL NORMAN**

Director of Law, HR and Asset Management

**CHIEF OFFICER REPORT**  
Delegated Authority  
Proposed Change(s) to Staffing Structure  
(Up to and including SCP 49)

<b>Department</b>	
<b>Section</b>	

**Part A**

Background

Proposal(s) *To include details of:*

- post number(s),
- grades,
- job titles,
- Job Evaluation reference,
- Job Description
- Person Specification
- Existing structure chart
- New Structure chart

Proposed implementation date:

Financial Implications *(To include details of how financial implications and how proposals will be funded, salary details and on-costs)*

**Reported prepared by:**

Name:	
Job Title	
Date:	

**Part B**

In accordance with delegated authority to Chief Officers agreed by Cabinet on xx xxxx 2010, the proposals for changes to the Council's are submitted for authorisation.

**Chief Officer:**

Approved                      Yes/No

Comments:	
Signed:	
Date:	

**Director of Finance:**

Approved                      Yes/No

Comments:	
Signed:	
Date:	

**Head of HR/OD**

Approved                      Yes/No

Comments:	
Signed:	