
ARGYLL AND BUTE COUNCIL

COUNCIL

CHIEF EXECUTIVE

18 APRIL 2019

APPOINTMENTS PANEL: HEAD OF SERVICE POST VACANCIES

1.0 INTRODUCTION

1.1 The purpose of this report is to invite the Council to establish an Appointments Panel to appoint to vacant Head of Service posts following the implementation of the saving in corporate management agreed by Council at its budget meeting of February 2019. The report also provides an update of the progress on implementation in implementing the council budget decision.

1.2 It is recommended that Council:

- a) Notes the update on the implementation of the corporate management review.
- b) Agrees to establish an Appointments Panel for the recruitment to vacant Head of Service posts following the implementation of the corporate management budget decision.
- c) Agrees the Appointment Panel comprising 7 Elected Members including 5 from the Administration and 2 from opposition groups. Members may also wish to consider nominating substitutes to ensure availability.
- d) Delegates the arrangements for the Appointment process to the Chief Executive

APPOINTMENTS PANEL: HEAD OF SERVICE POST VACANCIES

2.0 INTRODUCTION

- 2.1 At its budget meeting on 21st February 2019 the Council approved management/ operational efficiency savings arising from a comprehensive review of the corporate management structure of the Council. The proposal combined work undertaken by the Transformation Board in reviewing support services and the instruction to the Chief Executive in the 2018/19 budget to consider the corporate management structure of the council. An inclusive approach was taken to the review involving affected employees from a bottom up perspective to identify opportunities for service groupings that offered greater synergies and produced efficiencies. It is part of the duties of the Chief Executive to determine the appropriate management arrangements for the effective conduct and management of council services.
- 2.2 The effect of the proposal was to reduce chief and senior officer posts within the council structure producing a part year saving of £0.375m in 2019/20 and a full year saving of £0.5m from 2020/21 onwards. This reduction in the number of senior posts is in line with a national trend in Scottish Local government as a consequence of multi-million pound savings which councils have been required to achieve year on year to deal with reducing financial resources.
- 2.3 Details of the revised management structure, rationale and remits were shared with elected members immediately following conclusion of the structure development. A copy of the circulated structure diagram is attached to this paper for information. This paper provides additional information on the subsequent steps in compliance with the Council's HR policies and statutory consultation with the relevant trades unions.

3.0 IMPLEMENTATION OF THE REVIEW

- 3.1 The revised corporate management structure has the effect of changing the remits of all Heads of Service (excluding the Heads of Education which were revised during 2018 and remain unchanged and the Heads of Service within the HSCP which are outwith the scope of the review). That means a material change to contract for the remaining eight Heads of Service therefore the Council's recruitment and redundancy procedures will be applied.
- 3.2 The implementation process in summary includes the following steps:

1. Commence trade union consultation process. The statutory meeting took place with the trades unions on Wednesday 20th February 2019.
 2. Revised job descriptions for the new Heads of Service and service manager posts – these were completed w/c 1st April 2019.
 3. Confirmation of voluntary redundancy (Heads of Service may take the opportunity to exercise their rights to redundancy arising from the material change). Responses received from all Heads of Services confirming intention to participate in matching process or to take redundancy.
 4. A subsequent matching process for the remaining Heads of Service to align appointees to their new remits took place w/c 1st April 2019. Following the matching process, two remaining vacancies exist – these are the Head of Commercial Services and the Head of Legal and Regulatory Support.
 5. Paper to Council requesting agreement to form a members' interview panel for the Head of Service vacancies to be considered at the full Council meeting on 18th April 2019.
 6. Internal advertisement to fill remaining Heads of Service posts, using SOLACE Enterprises and Members Interview Panel in line with Council procedures. Provisional target date for publication of advertisement is 29th April 2019 with a close date for applications of 17th May 2019.
 7. Shortleeting meeting – provisional target date to be set w/c 27th May 2019.
 8. Assessment Centre – in line with council standard procedures for the recruitment of Chief Officers, shortleeted candidates will be invited to participate in an externally facilitated assessment centre provisionally targeted w/c 3rd June 2019.
 9. Members Interview Panel – Provisional date of Friday 7th June 2019.
 10. If there is an inadequate internal leet or if posts remain unfilled, consider external advertisement and the above assessment centre and interview processes.
- 3.3 A similar voluntary severance process is being applied to the removal of the 4 Service Manager posts from the structure.

4.0 CONCLUSION

- 4.1 The above arrangements have been put in place to give effect to the council budget decision to agree to implement savings in the corporate management structure of the council to realise a full year saving of £0.5m. These arrangements reflect the revised management structure shared with elected members in March 2019.

5.0 IMPLICATIONS

- 5.1 Policy The implementation of the corporate management savings is being carried out in compliance with the Councils' procedures for redundancy and matching to ensure statutory obligations are met.
- 5.2 Financial The arrangements deliver a part year saving of £0.375m in 2019/20 with a full year effect saving of £0.5m from 2020/21 onwards as agreed by council at its budget meeting in February 2019.
- 5.3 Legal The implementation of the saving is being undertaken in compliance with relevant employment legislation.
- 5.4 HR The Council's recruitment and selection procedures for Chief Officers will be adhered to.
- 5.5 Equalities None
- 5.6 Risk The risks associated with the reduction of senior management capacity in the council were considered by council in making its budget decision. In terms of implementation risks, these are mitigated by adherence to policy and procedures related to recruitment and selection.
- 5.7 Customer Service None

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