

SUBJECT: MANAGEMENT OF CHANGE WITHIN PPASB TEAM

DIRECTORATE: COMMUNITIES AND ENVIRONMENT

REPORT AUTHOR: PUBLIC PROTECTION, ASB & LICENSING SERVICE MANAGER

1. Purpose of Report

- 1.1 To seek approval from the Executive Committee on the proposed structure change within the PPASB (Public Protection and Anti-Social Behaviour) Team. The proposed change is to delete a Technical Officer Post and to replace the post with a Team Leader Post.

2. Executive Summary

- 2.1 It has been identified that following the service manager taking over the management of the Licensing Service that the provision of management for overseeing the day to day running of the service has been impacted.
- 2.2 It is therefore proposed that the addition of a team leader post would ensure adequate oversight and support for the team.
- 2.3 The proposal is to delete a Technical Officer Post and to introduce a Team Leader post in its place. This does not carry a risk of redundancy within the team.
- 2.4 The maximum addition cost to the establishment of this change will be £11,370 in year 5 of the MTFs, however the entire cost will be funded from budgets held within the service as presented within the finance section of the report.
- 2.5 The proposal was heard by JCC on 7th August 2018. They agreed with the proposal contained within the report and referred to Executive for approval.

3. Background

- 3.1 Following the resignation of the former PPASB Service Manager in Summer 2017, a decision was made to place the Licensing Service under the new Service Manager. While this gives better strategic and operational management of the team, the result of this is that the Service Manager is spread more thinly across the two teams leaving the potential for the PPASB Team to be under supported at certain times.
- 3.2 Within the Licensing Team there is a Team Leader and it was felt that this structure should be mirrored within PPASB to ensure the team is adequately supported at all times.

- 3.3 In July 2017 after the previous Service Manager resigned his post a temporary Team Leader was appointed from within the PPASB team. This was initially implemented to ensure service cover and to provide a degree of hand over to the new Service Manager once appointed. This post has been continued on a temporary basis as it has proved to be invaluable and necessary to ensure the smooth running of the service. It is proposed to make this arrangement permanent.

4. The role of the PPASB Team Leader

- 4.1 The Team Leader will be responsible for the day-to-day management of the team. They will approve leave and expenses, agree straightforward enforcement action and legal cases. They will also deal with level one complaints against service, support officers with complex cases and deal with appeals against fixed penalty notices.
- 4.2 The Team Leader will also provide oversight of some small projects and will support the Service Manager in delivering a professional and comprehensive service.

5. The Structure

- 5.1 Previously (pre Summer 2017)

Appendix A

- 5.2 Currently (as structured not including the temporary post of Team Leader)

Appendix B

- 5.3 Proposed Structure

Appendix C

6. The cost of the new structure

The current structure has 6 x Technical Officers on a grade 6. The proposal is to have 5 x Technical Officers and 1 x Team Leader on a Grade PO1A. The Proposed Team Leader post has been through Job Evaluation and was graded as a PO1A post.

	MTFS					Total £
	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £	
Current Structure	327,750	334,300	340,940	347,770	354,660	1,705,420
Revised Structure	338,330	345,050	351,900	358,930	366,030	1,760,240
Increased cost to establishment	10,580	10,750	10,960	11,160	11,370	54,820
Funded by:						
PPASB Training Budget	(7,380)	(7,380)	(7,380)	(7,380)	(7,380)	(36,900)
ASBO Projects Budget	(3,200)	(3,370)	(3,580)	(3,780)	(3,990)	(17,920)
Total funding	(10,580)	(10,750)	(10,960)	(11,160)	(11,370)	(54,820)

- 6.1** As illustrated above the additional cost of the Team Leader Post will be met by the service to ensure it is cost neutral to the MTFS.

7. The Consultation

- 7.1** On 27th June 2018, a meeting was held at City Hall, In accordance with the Management of Change Policy, all staff and unions were consulted with and face-to-face meetings were held on 27th and 28th June 2018. The closing date for consultations was Friday 13th July 2018.
- 7.2** During the face-to-face meetings a full document pack was provided to all team members this included a letter setting out the proposal, a copy of the Person Specification and Job Description for the Team Leader role and a proposed Timeline for implementation. A folder was also set up in the teams shared area containing electronic copies of all documents and a question and answer sheet that was populated based upon questions asked by the team. A copy of the Question and Answer document is attached as **Appendix D**.
- 7.3** All team members were encouraged to give their views on the proposed change both in writing and during the meetings, however no consultation responses have been received.

8. The Risk to PPASB Employees

- 8.1 The proposed structure change does not present a risk to the employment of the PPASB Employees.

9. Strategic Priorities

9.1 Professional, High Performing Service Delivery

This underpins our ability to achieve our strategic priorities.

10. Organisational Impacts

10.1 Finance

The increased cost of the revised structure will be funded from within existing budgets, as per paragraph 6.1

10.2 Legal Implications including Procurement Rules

None

11. Risk Implications

11.1 Options Explored

- i) To implement the proposed change in structure - The risk associated with this option is that we may not be able to recruit to the post if the PPASB Team members do not want the role.
- ii) To keep the existing structure – The risk associated with this option is that the team will not be adequately supported or resourced particularly on complex or high-risk cases.

12. Recommendation

- 12.1 i) That Executive approve the proposed changes in the PPASB structure.

Is this a key decision?

No

Do the exempt information categories apply?

Yes

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?

No

How many appendices does the report contain?

Appendix A – Previous Structure Chart
Appendix B – Current Structure Chart
Appendix C – Proposed Structure Chart
Appendix D – Question and Answer Document
Appendix E – Minutes of JCC

List of Background Papers:

None

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