

End of Consultation

“TDC Corporate Restructure”

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1. Introduction

- 1.1. Consultation on the proposed corporate restructure commenced on 24 October 2013 for a period of 45 days after which the Senior Management Team considered feedback and made some amendments to the proposal. A further period of consultation commenced on 13 February 2014 and ended on 27 February 2014. Thank you for all of the feedback during this period, it has been extremely productive and has informed the final proposal. This document should be read in conjunction with the latest consultation paper published on 13 February 2014.

2. Frequently Asked Questions

- 2.1. Frequently asked questions have been monitored during the consultation periods and have been published and regularly updated on TOM.
- 2.2. Where questions related to individual's circumstances they have been managed through the line management and not published.

3. Feedback from extended consultation period

- 3.1. SMT have considered all of the feedback submitted during the consultation period from 13 February 2014 until 27 February 2014.
- 3.2. The feedback has resulted in a number of changes being made to the restructure proposal. These are listed here below. It is considered that these changes are not significant and therefore do not require a further period of consultation.

3.3. Changes to Operational Services

CHANGE

Small amendment to the Head of Operational Services Enforcement Manager job description

REASON

To include reference to fly tipping within the responsibility for enforcement activity.

3.4. Changes to Corporate Resources

CHANGE

Finance and Systems Processing Manager is renamed Finance Systems & Process Development Manager.

REASON

To better reflect the role.

Senior Income Officer is renamed Senior Systems and Income Officer.

To better reflect the role.

Finance Manager Capital & Treasury is renamed Technical Finance Manager.

To better reflect the role.

Small amendment to the Corporate Resources Officer job description.

Responsibilities in relation to information management sit more sensibly within the customer contact team.

Amendment to the Customer Contact and Engagement Officer job description.

To incorporate responsibilities for information management.

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CHANGE	REASON
Change of reporting line for the Corporate Resources Officer.	Key parts of the work of the Corporate Resources Officer align closely to the work of the Policy and Business Planning team.
Change of reporting line for the Policy and Business Planning team.	To enable the team to have clear direction and strategy set by the Director of Corporate Resources.
Small amendment to the job description for the Customer Contact and Engagement Manager.	Responsibility in relation to corporate information management.
Small amendment to the job description for the Policy and Business Planning Manager.	To reflect the change in reporting line and direct reports.

3.5. Changes to Community Services

CHANGE	REASON
Small amendment to the Community Regeneration Officer job description.	To ensure clarity and remove overlap between this role and that of the Community Asset Manager role.
Change in reporting line for the Community Asset Manager.	The work of the Community Asset Manager needs to be closely aligned to that of Economic Development.
Sector Development Manager is renamed Economic Development Manager	To better reflect the role.
The Technical Support Officer will report to the Head of Economic Development and Asset Management.	Correction to an error within the consultation document.
The Facilities Manager will report to the Head of Economic Development and Asset Management.	Correction to an error within the consultation document.
Housing Strategy Manager is renamed Strategic Housing Manager.	To better reflect the role.
Housing Options Team Leader is renamed Housing Options Manager	To correct an error on the organisation structure chart.
Housing Regeneration Manager is renamed Housing Regeneration Team Leader	To correct an error on the organisation structure chart.
Housing Regeneration Margate Task Force is renamed Housing Regeneration Team Leader (MTF).	To correct an error on the organisation structure chart.

3.6. Other general comments and feedback that SMT considered:

Feedback	SMT response
Review of resourcing generally within teams is required in some areas.	The role of Heads of Services will be to continuously assess their service and the allocation and deployment of resources to meet service outcomes.
Queries in respect of specific tasks and who would perform these within a team.	Job descriptions aim to give staff an overview of a role and the responsibilities expected of them within the role. It can not be an exhaustive list of tasks required to be undertaken. Employees appointed to new or amended roles will work with their manager and colleagues to fully understand what they will be required to do within the role.

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Feedback	SMT response
Questions and comparisons between the grading of different roles.	When roles are evaluated using the job evaluation scheme, the panel of evaluators ensure that they fully understand the role they are evaluating prior to applying the HAY scoring methodology. Sometimes this means that the panel refer the job description back to the manager for further detail and in other instances, on request, the manager will give verbal clarification to the panel. Considerable time has been spent by job evaluation panels ensuring that job roles are fully understood and that the HAY methodology is applied consistently. This includes validating outcomes with those of other roles across the organisation.

4. Final Proposal

4.1. The changes in section 3.4 and 3.5 read alongside the consultation document published on 13 February 2014 form the final proposal which will now be implemented.

5. To be confirmed

5.1. **Community Asset Manager** – this role has been developed as a direct response to feedback and the scope and job description have now been confirmed. Once this role’s job evaluation is confirmed, the vacancy will be circulated to at risk staff for their consideration alongside their other preferences.

6. Next Steps

Description of Activity / Action	Date
Preference forms to be submitted	07 March 2014
Slotting Confirmed (where appropriate)	21 March 2014
Short-listing to take place/interviews arranged	Completed by 28 March 2014
Selection Process	From 24 March 2014
Potential notices of redundancy issued	From 21 March 2014
New Structure in place Managers and staff will work together to plan the transition from old to new roles from 01 April 2014. It is anticipated that there will be a 3 month transition phase from 01 April 2014.	Formally from 01 April 2014