



## **Staff Consultation Meeting**

**20 Sept 2018**

**Present:** Christine Corr (Chair), Claire Morgan, Emma Jellis, Ian Couper, Rebecca Webb, Dee Levett, Debbie Ealand (Agenda Item 1), Jeanette Thompson (Agenda Item 1), Hilary Dineen (Agenda Item 1), Dee Levett (Agenda Item 2), Ian Fullstone (Agenda Item 2) Laura Allen (Agenda Item 2)

**Apologies:** David Scholes, Anthony Roche, Maggie Williams, Kerry Shorrocks, Sue Collett, James Watson, Ben Glover

**Circulation:** Global

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The meeting was called for one agenda Item only – Proposed Legal and Community Restructure, A further proposed restructure of Strategic Planning and Enterprise has been added (Agenda Item 2). Originally the first restructure had been circulated by email but it was felt by SCF members that this should be heard in a minuted forum.

### **1. Proposed Legal and Community Restructure**

JT presented pre and proposed structure charts for Legal Services, Democratic Services and Community Safety.

The Legal structure proposes creating two Team Managers who will also be deputy monitoring officers. The post of Senior Lawyer which is currently vacant will be deleted. The Procurement Officer role which is currently in Resources will move to sit with the Contract Lawyer.

The Democratic Services structure proposes that the Committee Services team will deal with the Scrutiny function. There will be an apprentice post added that will be 50% Election and 50% Committee Services. Currently the Scrutiny Officer role is being temporarily covered 2 days a week by the Procurement Officer working additional hours. These days will be absorbed by Scrutiny & Committee Services Manager and 2 Scrutiny/Committee and Members Services Officers.

The Community Services Structure proposes to become Community Protection and include Health, Wellbeing and Safeguarding. It would involve the creation of a new line manager for the environmental crime officers, with a remit to deal with environmental crime and the former Anti-Social Behaviour Officer (Post to be deleted)

Meetings have been held with staff

(Please find attached the current & proposed structure charts at the end of the minutes)

Staff concerns about capacity were raised in the committee services team – taking on the scrutiny role with an already stretched team. Committee Services Manager currently vacant and Committee

Services Officer is currently acting up. Concerns over having to attend extra meetings, as Task and Finish Groups are currently covered by the Scrutiny Officer. JT thought that there might be a different approach to Task and Finish groups in the future which would reduce the burden. JT advised that given changes in terms of Modern.gov, less paper printing, the recruitment of the Democratic Services Manager and apprentice post from November, it is not perceived that this will affect staff workload unduly (2 days per week to be split between 3 staff). This will not take effect until the team is fully recruited, and the temporary Scrutiny Officer cover will continue until then. Democratic Services Manager and Committee Services Manager will take on covering evening meetings.

Unison raised concerns that the process had not been followed – Unison had not been invited to the initial consultation – JT advised that she had followed advice given by HR for informal consultation. Unison raised that according to the reorganisation policy – it states that SCF and Unison should have been advised but they were not – HR representative noted the concerns.

Unison also raised concerns that once Scrutiny role post is lost it will be lost permanently.

Unison raised a concern about the disproportionate impact across the team, with an increase in numbers in the legal part of the team. JT said that this was because the team were taking on additional legal work from other Councils.

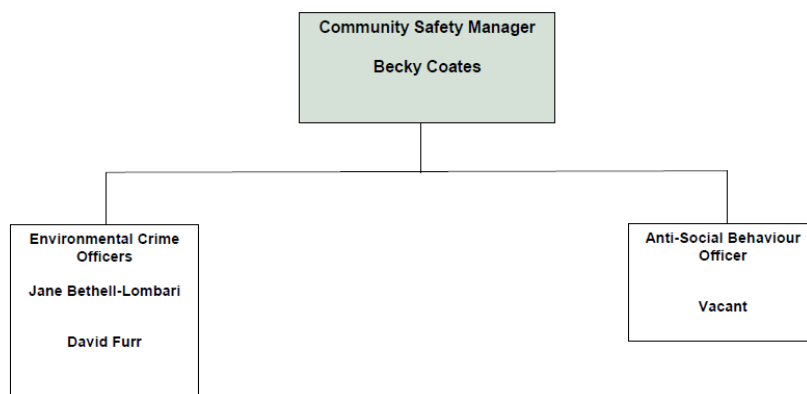
SCF member asked if there would be assistance from others from out of the team should workload be too great. JT advised that she did not see the need.

SCF also raised the issue that this proposed restructure was not delivered at the last SCF meeting as it was delivered to HR Help on the Monday evening before SCF but was circulated after SCF meeting. HR representative responded that this was a genuine error and that the additional meeting had been arranged to discuss the proposal.

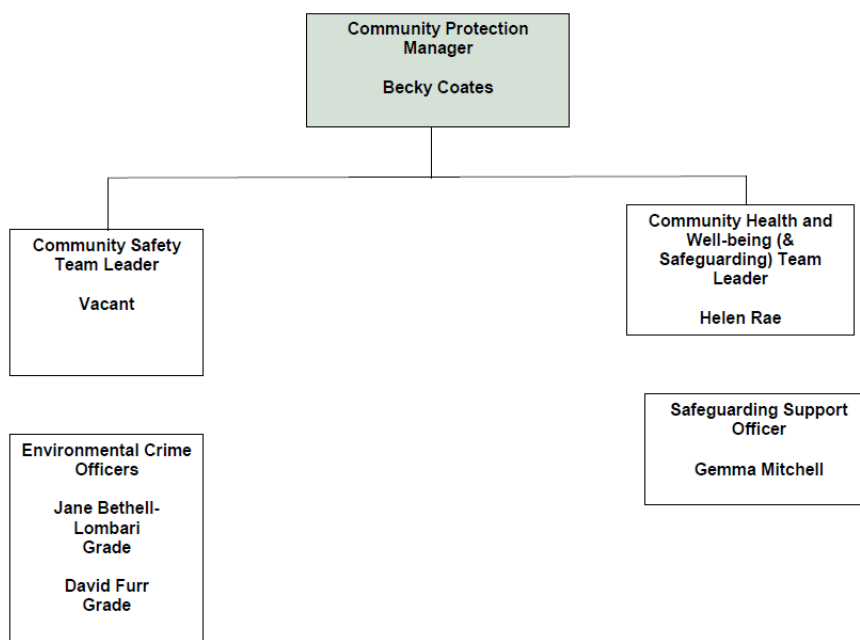
JT, HD and DE left the meeting .



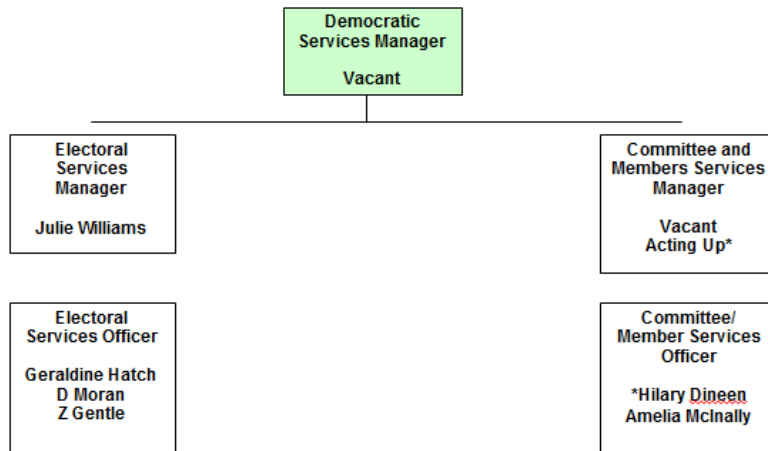
**North Hertfordshire District Council**  
**Legal & Community - Community Safety**  
Pre reorganisation structure APPENDIX A



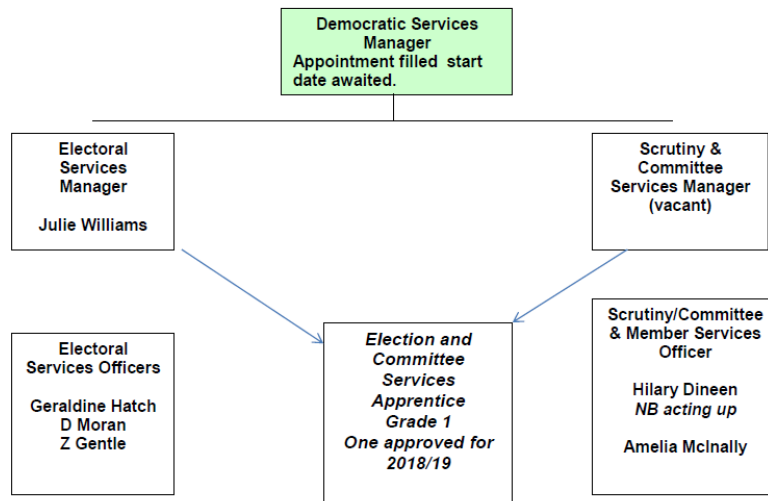
**North Hertfordshire District Council**  
**Legal & Community - Community Safety**  
Proposed post reorganisation structure



North Hertfordshire District Council  
 Legal & Community – Democratic Services  
 Pre-reorganisation APPENDIX C

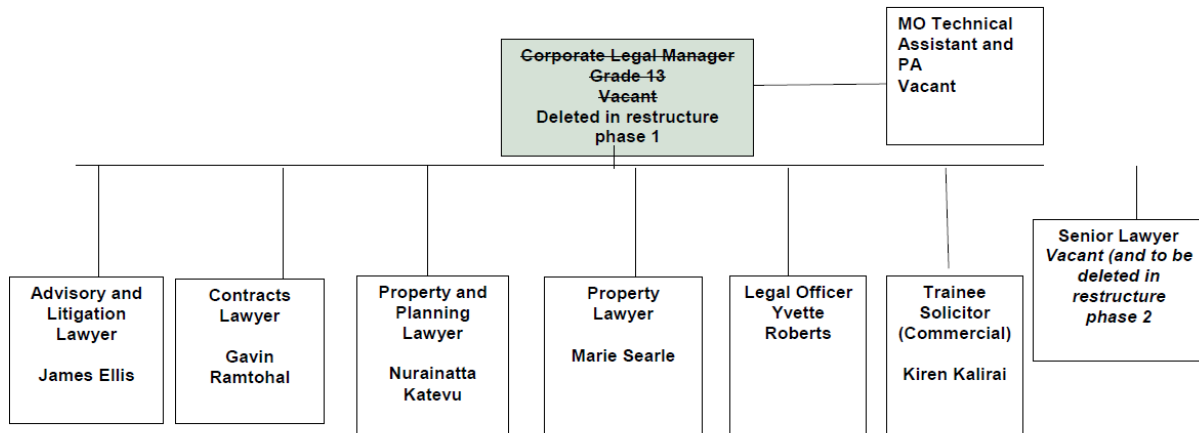


North Hertfordshire District Council  
 Legal & Community – Democratic Services  
 Proposed post –reorganisation APPENDIX D

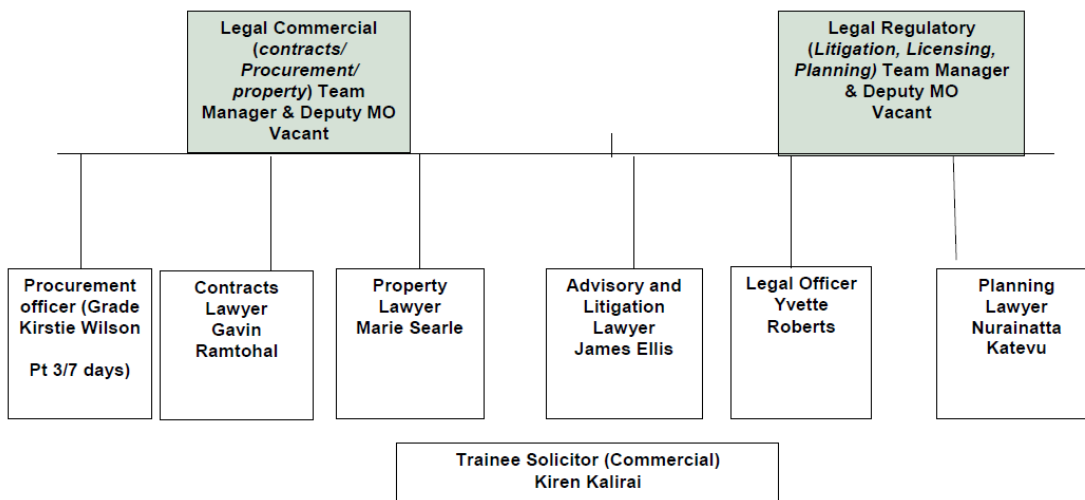




North Hertfordshire District Council  
Legal and Community – Legal Services  
Pre-reorganisation structure APPENDIX E



North Hertfordshire District Council  
Legal and Community – Legal Services  
Proposed Post reorganisation structure APPENDIX F



## 2. Proposed Strategic Planning & Enterprise Restructure

IF presented pre and proposed structure charts for Strategic Planning & Enterprise.

The service has previously been through a restructure in 2015 after the retirement of Andy Beavan. The two teams were merged. Workload has significantly increased and it is proposed to return to the pre 2015 structure creating two posts – Strategic Planning Manager and Strategic Infrastructure and Projects Manager. The one existing manager in place will slot into the Strategic Infrastructure and Projects Manager. The post of Principal Strategic Planning Officer will be deleted but officer will be as a minimum ring fenced to an interview for the Senior Planning Manager post. A new Transport Policy Officer post will be created funded from the Principal Transport Officer which is currently

vacant, reporting to the new post will be a Technical Transport Officer (parking) which is amended from the Technical Transport Officer.

(Please find attached the current & proposed structure charts at the end of the minutes)

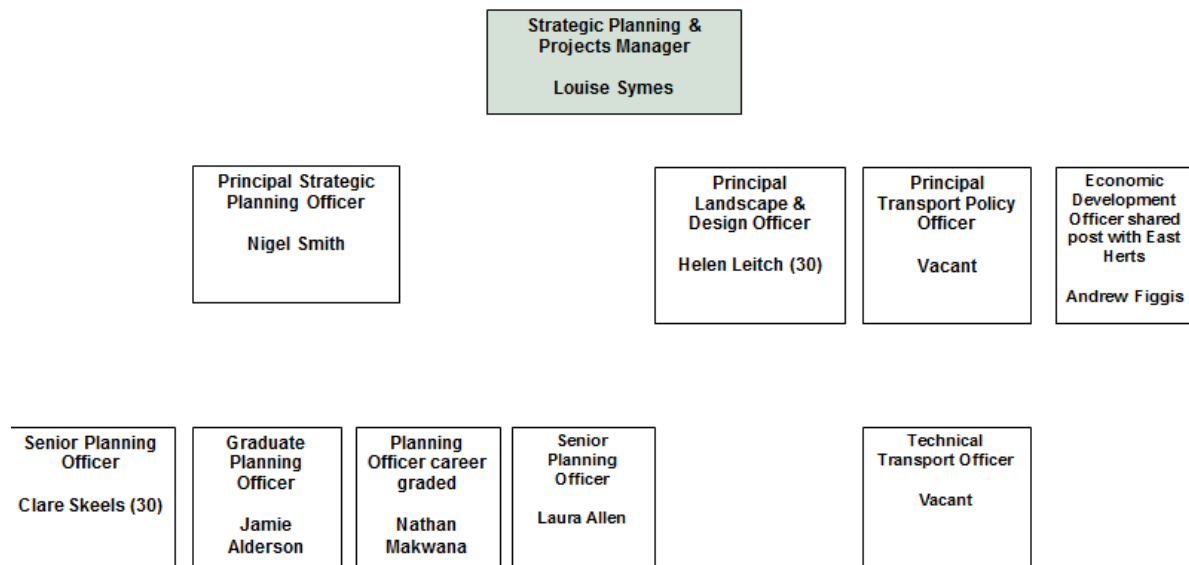
Informal consultation has taken place with affected staff, both staff members have confirmed they do not require the full 30 day consultation and it proposed to close the consultation on Monday 8 October. However all staff have been advised if they wish the full 30 days to be implemented then if they advise confidentially, it will be extended back to 30 days.

No further staff concerns have been raised.

Unison had no further comments. It was suggested to invite Laura to the next SCF meeting which will be held before the consultation closure date and for it to be added to the next meeting agenda.

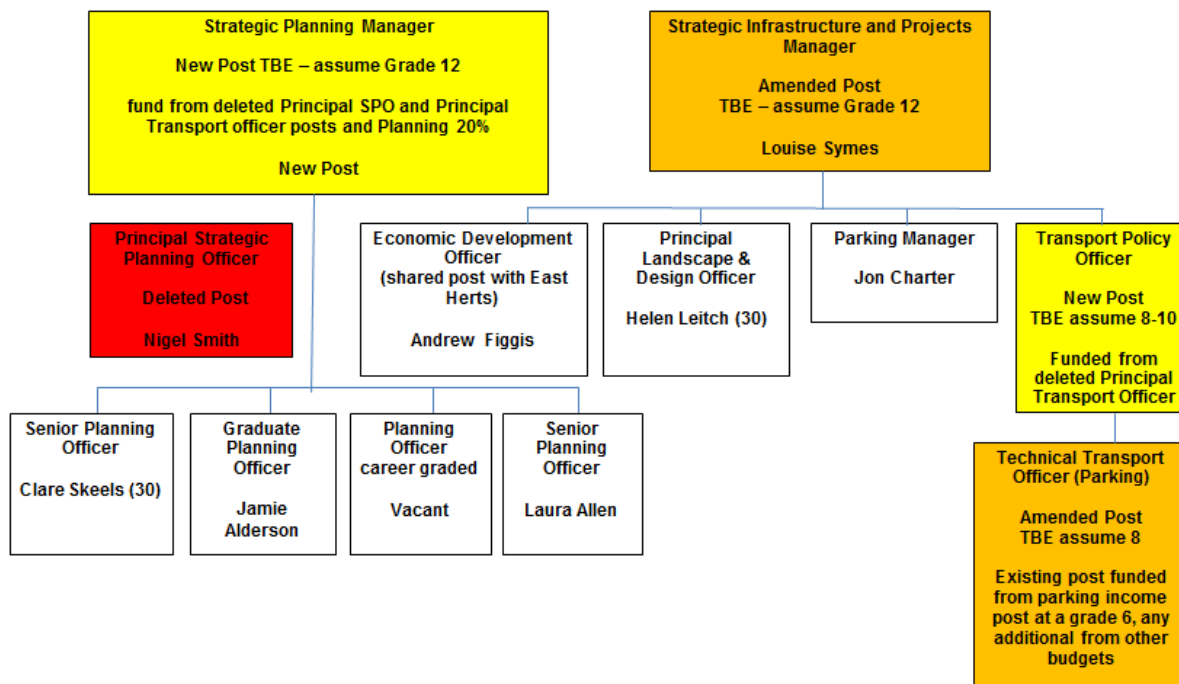
IF and LA left the meeting, SCF had no further comments.

**North Hertfordshire District Council**  
**Appendix A – Strategic Planning and Enterprise Existing Structure**





North Hertfordshire District Council  
Appendix B – Strategic Planning and Enterprise Proposed Structure September 2018



### 3. General Comments

SCF were content that the correct process had now been followed, and that there had been a chance to have an open discussion.

It was noted SCF appreciate that the need for emergency meetings maybe required in order for the Stage 2 restructure to progress but must be kept to minimum and taken to monthly meeting where possible.