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Ask for: Denise Fitch
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Date: 19 September 2012

Dear Member

POLICY AND RESOURCES CABINET COMMITTEE - THURSDAY, 27 SEPTEMBER 2012

I would be grateful if you could add the following to you papers for Thursday's meeting

Agenda No	Item
D4	<u>HR Restructure – Appendix 2</u> (Pages 1 - 4)

Yours sincerely

Peter Sass
Head of Democratic Services

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RESTRUCTURE PROPOSAL

25 July 2012

**HUMAN RESOURCES
ORGANISATION DEVELOPMENT – PHASE 2**

Background

The Human Resources structure for KCC was centralised and reorganised with effect from 1 July 2011.

However the Organisation Development (OD) section of HR, and in particular those sections inherited from service directorates, were too complex to include in the initial restructure.

Following external consultant support the central OD teams were established with effect from 1 May 2012 and senior officer appointments made under Phase 1. In addition the Schools / Early Years team was transferred to ELS in order to support the process of raising standards in schools.

A further detailed report was then commissioned from external consultants on the Learning and Development delivery function and teams, and this proposal is based on their recommendations.

Their report was circulated to staff for comment on 2 July 2012 as the start of informal consultation.

Current Structure

This is attached at Appendix 2a

Proposed New Structure

This is attached at Appendix 2b

New Job Descriptions and Person specifications

These are available in the relevant pages of KNET and copies can be provided on request for anyone who cannot access KNET.

Proposed redundancies

There are currently 63 people in the teams affected by this proposal and we propose to have 45 posts in the new structure.

Reason for redundancies

The main reason for the changes is that the HR function still needs to achieve a reduction in staffing and staffing costs, to reflect the fact that KCC is now a smaller organisation, but we also need to ensure that the Learning and Development function is as efficient as possible.

Avoidance Measures

We anticipate that some existing employees will be slotted into some of the new posts.

We are also holding vacancies in the Phase 1 OD team so that employees can apply for them and the structure for these posts is at Appendix 2c.

There will be a selection process for the posts in the new structure and anyone at risk of redundancy at the end of that process will receive prior consideration for any suitable vacancies in KCC, as stated in our current policy.

KCC has also invested in a new online job seekers training and redeployment support tool called Work Friend, exclusively available to staff preparing for alternative work. To find out more about Work Friend, please visit www.kent.gov.uk/renovosupport.

Further information for redeployees is also available on <http://knet2/staff-zone/redeployment>.

We will also consider applications for voluntary redundancy under KCC terms and conditions, but there is no guarantee that these will be approved.

Timescales

We expect to continue our consultation beyond the normal 30 days to ensure that employees taking leave during August have the opportunity to be fully consulted, so the formal consultation will end on 10 September 2012. We will proceed to recruit to new posts after that and would hope to complete this by 31 October 2012.

Anyone not appointed and therefore at risk of redundancy, will be given notice of redundancy after that.

Consultation process

We have already carried out informal consultation with employees and trade unions, and our formal consultation will continue until 10 September 2012.

We will be holding consultation meetings with employees and unions, so that we can respond to any queries or concerns and we will also put relevant information onto our KNET pages to keep everyone informed. Meetings are currently arranged as shown below and an invitation to attend one of these sessions will be sent to you in the next few days.

3 August 2012 – 2pm – Pendragon, Invicta

9 August 2012 – 10am – Medway, Sessions.

Amanda Beer

Corporate Director Human Resources

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