
Report To:	Policy and Resources Committee	Date:	19 September 2023
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	PR/21/23/MR
Contact Officer:	Morna Rae	Contact No:	01475 712042
Subject:	Organisational Development, Management Arrangements	Policy and Communications	

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 This report provides the Committee with an update on management arrangements within the Organisational Development (OD), Policy and Communications Service and seeks approval to make changes to the remits of Service Manager posts.
- 1.3 The changes proposed are in response to the recommendations of the Review of the Human Resources (HR) and OD Service and the opportunities arising from a vacancy in the Team.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Committee agrees that:
1. the post of Service Manager – Communications, Tourism and Health and Safety is deleted;
 2. the remit of the Service Manager - Corporate Policy, Performance and Partnerships post is extended to include that of the Service Manager – Communications, Tourism and Health and Safety (with the exception of Health and Safety management responsibility);
 3. an additional Service Manager post is created which will have responsibility for OD, HR Support and Payroll, and
 4. the remit of the Service Manager - HR and OD is changed to cover HR Operations and Health and Safety.

Ruth Binks
Corporate Director
Education, Communities & Organisational Development

3.0 BACKGROUND AND CONTEXT

3.1 There are currently three permanent Service Manager posts within the OD, Policy and Communications Service:

- Service Manager – Communications, Tourism and Health and Safety;
- Service Manager – Corporate Policy, Performance and Partnerships; and
- Service Manager – HR and OD.

In addition there is a temporary post of Service Manager - People and Change Management which is due to terminate in December, 2023.

3.2 The findings of the Review of HR and OD Service were reported to the 15 August 2023 meeting of the Policy and Resources Committee. Members approved a recommendation to strengthen the management capacity within the HR and OD Service, with the aim of providing assistance to progress a number of service improvements and provide additional resilience within specific parts of the Service. It is therefore proposed to establish a second permanent Service Manager with responsibility for OD, HR Support and Payroll.

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3.3 The Service Manager – Communications, Tourism and Health and Safety post is currently vacant. The substantive postholder for the Service Manager - Corporate Policy, Performance and Partnerships role has agreed to an extension in remit to incorporate the duties and responsibilities of the Service Manager – Communications, Tourism and Health and Safety post. This is with the exception of the Health and Safety management responsibility which will move to the Service Manager - HR Operations and Health and Safety. The Service Manager – Communications, Tourism and Health and Safety role will consequently be deleted.

3.4 In summary, the proposed changes, as illustrated in Appendix 1 are:

Post	Permanent/ Temporary post	Postholder	Proposed change
Service Manager – Communications, Tourism and Health and Safety	Permanent	Vacant	Delete post
Service Manager - Corporate Policy, Performance and Partnerships	Permanent	Vacant (the postholder is currently seconded to the Head of OD, Policy and Communications role)	Extend remit to include that of Service Manager – Communications, Tourism and Health and Safety (with the exception of Health and Safety management responsibility)
Service Manager - HR and OD	Permanent	Postholder	Change designation and remit: Service Manager - HR Operations and Health and Safety
Service Manager - OD, HR Support and Payroll	Permanent	New post	Create new permanent post

3.5 While the proposed changes in the remits of Service Managers will give additional management resource to the HR and OD part of the Service, support to the Corporate Policy and Partnership Team and to the Corporate Communications Teams will consequently reduce. As a result, the capacity for media relations work in particular will be kept under review.

4.0 PROPOSALS

4.1 It is proposed that the Committee agrees that:

1. the post of Service Manager – Communications, Tourism and Health and Safety is deleted;
2. the remit of the Service Manager - Corporate Policy, Performance and Partnerships post is extended to include that of the Service Manager - Corporate Communications, Tourism and Health and Safety (with the exception of Health and Safety management);
3. an additional Service Manager post is created which will have responsibility for OD, HR Support and Payroll, and
4. the remit of the Service Manager - HR and OD is changed to cover HR Operations and Health and Safety.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk		X	
Human Resources	X		
Strategic (Inverclyde Alliance Partnership Plan 2023/33/Council Plan 2023/28)	X		
Equalities and Fairer Scotland Duty			X
Children and Young People’s Rights and Wellbeing			X
Environmental and Sustainability			X
Data Protection			X

5.2 Finance

There are no financial implications arising from this report as one Service Manager post is being deleted and another created.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/(Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.3 Legal/Risk

There are no legal/risk implications arising from this report.

5.4 Human Resources

The human resources implications arising are detailed in the report.

5.5 Strategic

The content of this report is of relevance to the following Council Plan 2023/28 Themes:

Theme 3: Performance

- High quality and innovative services are provided, giving value for money.
- Our employees are supported and developed.

6.0 CONSULTATION

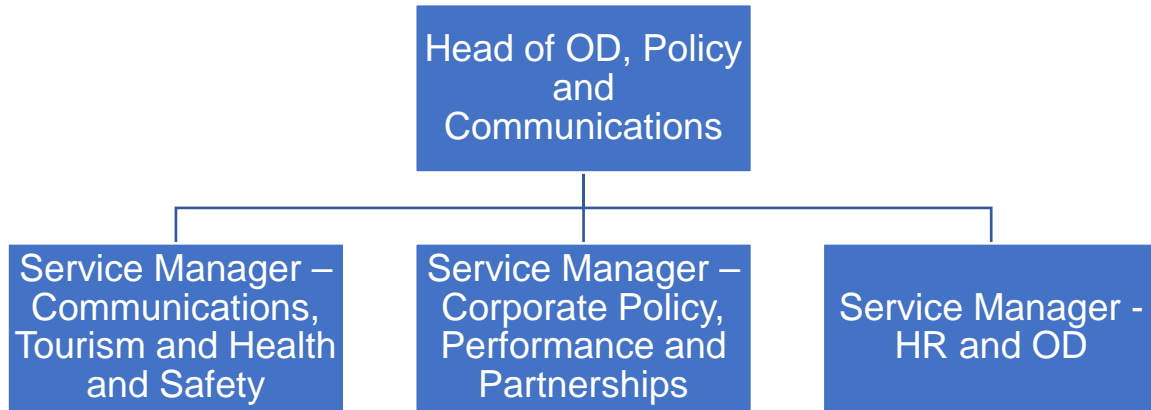
6.1 There has been consultation with the postholders referenced in this report, Trade Union engagement and engagement with the wider Service Teams whose line management may change following implementation of the recommendations.

7.0 BACKGROUND PAPERS

7.1 Review of HR and OD Service.

APPENDIX 1

Current Structure (permanent posts)



Proposed Structure (permanent posts)

