

EMPLOYMENT COMMITTEE – 2 DECEMBER 2010**ORGANISATIONAL CHANGE – UPDATE****REPORT OF THE DIRECTOR OF CORPORATE RESOURCES****Purpose of report**

1. The purpose of this report is to update Employment Committee on the current position regarding Organisational Change reviews and any associated redundancies.

Background

2. The Council began working on its downsizing programme 15 months ago. A year ago, the Council implemented a vacancy management system which requires all vacant posts to be approved by Departmental Management Team (DMT) representatives to enable any post to be filled, either on a temporary or permanent basis. As a result of this work, the Council has only been recruiting to essential posts and therefore has minimised the number of redundancies.
3. At the same time, the Council also strengthened its redeployment process to assist those employees declared 'at risk' of redundancy to secure alternative employment within the Council.

Data

4. Information in relation to Organisational Change is held in two sources. The data relating to the number of redundancies is recorded in Oracle, however HR also maintain a database detailing specific information about organisational change reviews.
5. The information on the database in HR is used for a variety of purposes:
 - To communicate the details of current and completed reviews to Employment Committee;
 - To inform fortnightly discussions with the communications team to allow them to plan internal and external communication strategies;
 - To respond to Freedom of information Requests and enquiries from the press;
 - To inform HR resource requirements and allocate advisors to support reviews accordingly;

- To inform the trade unions of impending and current reviews in order that they can plan their attendance at consultation meetings and the level and volume of support required for their members.

6. The following table details the number of reviews and voluntary and compulsory redundancies for each department for the period 1 October 2009 to 30 September 2010:

Department	Completed Reviews	Compulsory Redundancies	Voluntary Redundancies
Corporate Resources	11	4	5
Environment & Transport	4	1	0
CYPS	19	20	5
CYPS - Schools	N/A	13	12
A&C	18	7	3
Chief Executives	3	8	6
Former Community Services	6	2	0
Total	61	55	31

7. It should be noted that not all reviews have involved redundancies.

8. In collating this data, HR have identified that there are some general reporting issues which do affect the figures. For example, an employee retiring as part of voluntary redundancy may have been recorded as 'retirement' rather than redundancy. There is also uncertainty about the accuracy of the reporting of the specific retirement reason. The process has been reviewed to ensure the accurate coding of 'reasons for leaving' in the future.

9. As there may be cases where managers have recorded individuals as having retired rather than voluntary redundancy, the following table details the number of retirements for the period 1 October 2009 to 30 September 2010.:

Department	Retirement	Ill Health Retirement	Early Retirement
Corporate Resources	12	0	1
Environment & Transport	23	4	0
CYPS	26	0	0
CYPS - Schools	56	2	0
A&C	64	5	4
Chief Executives	7	0	0
Total	188	11	5

Current Reviews

10. The table below details the information held by HR in relation to the number of current and impending reviews, (including TUPE transfers) as at 15 November 2010:

Department	Number of current reviews - 15.11.10	Number of pending reviews - 15.11.10
Corporate Resources	3	2
Environment & Transport	1	5
CYPS	8	8
A&C	13	8
Chief Executives	4	4
Total	29	27

Equalities Information

11. **Appendix A** details the relevant equalities information for those individuals whose contracts were terminated on the grounds of redundancy between 1 October 2009 and 30 September 2010.

Costs

12. Detailed work has previously been undertaken in calculating the redundancy costs for the financial year 2009/2010. For information, the costs were £722,525 for a total of 88 redundancies.

Policy Update

13. Following feedback from departments and managers, HR has reviewed the current Organisational Change Policy. The key changes to the policy include:

- Less complex ring fencing arrangements;
- A shorter consultation period where appropriate;
- Greater clarity on fixed term contracts;
- Advice on the support arrangements available for staff.

14. The revised Policy is currently being negotiated with the recognised trade unions and the teacher trade unions who represent centrally employed teachers. Reaching formal agreement with the trade unions on the new policy is a key priority for HR and will be complete in early December.

Recommendations

15. Employment Committee is requested to note the content of this report.

Background Papers

16. None

Circulation under Local Issues Alert Procedure

17. None

Equal Opportunities Implications

18. An Equality Impact Assessment has been completed for the Organisational Change Policy. The application of the policy is also closely monitored through individual Equality Impact Assessments for each HR Action Plan.

Officer to Contact

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