

EMPLOYMENT MATTERS COMMITTEE

28 NOVEMBER 2017

ORGANISATIONAL CHANGE

Report from: Carrie McKenzie, Assistant Director Transformation

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Summary

This report covers new reviews and transfers since the last report on 14 June 2017.

1. Budget and Policy Framework

- 1.1 The staffing implications of reorganisations are a matter for this committee, which can decide on the employment policies and processes supporting any changes.
- 1.2 Directors may agree to reorganisations within their departments subject to there being:
 - no significant service policy implications or clear departure from existing Council policies;
 - no expenditure in excess of budget;
 - no growth in net expenditure beyond the current year;
 - no changes affecting directors or assistant directors;
 - consultation with the Assistant Director Transformation.

2. Background

- 2.1 This committee considers new organisational reviews and also includes details of the transfer of staff to and from other employers.
- 2.2 An update on on-going reviews that have been previously reported at Employment Matters Committee on 14 June 2017 are set out from paragraph 3 and are shown underlined. Reviews which have commenced and in some cases concluded since the last committee are detailed from paragraph 4 onwards.
- 2.3 A summary of all reviews reported within this paper and all transfers to and from the council since the last Employment Matters Committee are attached at Appendix A and B.

3. Summary of ongoing Organisational Review consultations

3.1 Corn Exchange

An ITT contract was issued inviting responses to tender for the Corn Exchange Service.

Three bids have been received and are in the process of finalising the preferred bidder.

Once the tender process has been completed and considered at Cabinet, formal consultation will commence with staff and Trade Unions on redundancy.

3.2 ICT

The ICT service staff structure has been in place for around 5 years and was designed to provide support for corporate desktop, applications and networking infrastructure. The changes to desktop working practices and application/web development have meant that support requirements in these areas have altered sufficiently for the ICT management to consider whether the current staffing resource meets the future needs of Medway Council.

The proposal was for the delivery and change management teams to merge into one and the service desk and technical desktop support teams to merge into another one.

The new structure proposed to reduce overall headcount by 5 FTE posts.

A rationale document was presented to and agreed by CMT in February 2017.

Formal consultation commenced with the affected staff group and trade unions on 19 May 2017 and ended on the 09 June 2017.

The timetable overran due to a delay in Kent County Council obtaining the pension estimates. All interviews were completed and this resulted in 2 staff being made redundant and the remaining 3 fte reduction coming from existing vacancies.

The new structure was implemented as of 01 September 2017.

3.3 Regeneration Delivery

Consultation was undertaken to review the current structure to ensure it meets the needs of the service.

The new proposed structure reduces the overall headcount by 2 FTE posts. No redundancies were made.

All changes were implemented 01 July 2017.

3.4 **STG Building Control Partnership**

A decision was taken by Canterbury City Council (CCC) to seek entry into the STG partnership. Existing partnership members (Medway, Gravesham and Swale) have all respectively approved the proposal and work continues on the legal aspects.

We are currently ascertaining if TUPE applies due to change of work location.

It has been agreed that TUPE applies to this proposal and Medway HR is working with STG and the existing CCC cohort of staff to effect their transfer. with a proposed implementation date of 01 April 2018.

3.5 **Child Health Services (Public Health)**

The Council and Medway CCG are proposing recommissioning the Child Health Services over 2017/18 which consists of the 0-19 Healthy Child Programme (HCP) and community paediatric health services. A market engagement event commenced on 13 March 2017 to obtain the views of the public and this has been followed by a procurement exercise.

There are ongoing informal discussions with potential affected staff members who may be eligible for TUPE.

The proposed implementation date is 01 November 2017.

3.6 **Internal Temp Supply Pool**

Consideration is being given to the creation of an alternative delivery model and the creation of a Local Authority Trading Company (Ocelot People Solutions) as a subsidiary of Medway Commercial Group (MCG). This was agreed at Cabinet on 17 January 2017 and then called in to be discussed by the Business Support Overview and Scrutiny Committee on 31 January 2017 which resulted in no further action in respect of Cabinet's decision.

The decision was taken to proceed with Ocelot and ongoing informal discussions took place with the staff group.

The implementation of Ocelot Solutions came into effect from 01 October 2017. However the services have been transferred to MCG and no new subsidiary has been created.

3.7 **Library Services**

There was a proposal which would result in the closure of the library at Thomas Aveling and a proposal to make changes at Grain Library.

Thomas Aveling library has closed with one employee being successfully redeployed.

There are ongoing informal discussions with 5 affected employees in relation to Grain library but no timeline has been confirmed.

3.8 Highways and Design

There is a proposal to reorganise the Highway and Design service to enable delivery of a more cost effective service.

A meeting was held with the Service Manager in June 2017 to discuss the rationale, timescales and staffing implications of the proposal. The final proposals are still being drawn up.

A larger scale review of Frontline Services has commenced which will incorporate the above.

3.9 Leisure Centre Cleaners

Agreement was given in March 2017 for the transfer of the cleaning services from the leisure centres to Medway Council. This was initially scheduled to be completed by 01 April 2017, with potentially 15 employees being TUPE transferred back into Medway Council.

The TUPE Transfer into Medway Council successfully happened on 01 September 2017.

3.10 Crematorium and Registration

There has been a review of the current structure in relation to its ability to meet the needs of the service.

No redundancies were anticipated as posts proposed to be deleted were vacant and there are a number of proposed new posts being created.

The proposals were implemented 01 July 2017. There were no redundancies.

3.11 Environmental Health Shared Services

There are ongoing discussions with Gravesham Council and Tonbridge and Malling Council regarding the possibility of creating a shared Environmental Health Service.

This would involve the TUPE transfer in of approximately 60 employees.

Discussions are ongoing with a possible transfer date of 01 April 2018.

3.12 Brook Car Park

There has been a decision to operate the Brook car park as a Pay & Display car park.

This will have staffing implications with 3 redundancies expected. The final draft of the rationale documentation is being finalised by management, but no clear timeline to this, before final agreement on the date to commence formal consultation with staff is confirmed.

3.13 SEN Transport

A decision was made to TUPE transfer SEN Transport back to Medway Council.

This information was received from management on 05 May 2017, but with no indication of a transfer date. HR requested the information from Norse who provided the Employee Liability Information on 12 July 2017.

Norse and Medway Council consulted with the two employees on 24 July 2017 ahead of the transfer date of 01 August 2017 which was agreed by the service and Norse.

There is a proposal to restructure the service to bring processes in line and provide more budget management.

3.14 Children's Assessment and Duty Service (CADS)

It was proposed that the CADS team be reconfigured to create a Multi Agency Safeguarding Hub and Referral team aligned to replicate the pod model currently in place within the Safeguarding service.

Formal consultation commenced with staff and trade unions on 5 April 2017 and ended on 18 April 2017. No redundancies were anticipated.

No counter proposals were received. New posts were ring fenced to staff affected by the proposal and appointments to the new structure have now been completed. The new structure came into effect from 05 June 2017.

3.15 Adult Social Care – Phase 2

To further progress the transformation programme in Adult Social Care consultation commenced on 19 May 2017 with the following teams: Mental Health, Older People, 25+ Disability, OT, Intake Services, Safeguarding, DoLs and Hospital Team.

In order for the service to become fit for the future, changes in the approaches to how specialist services work together to provide holistic assessments of individuals and carers and a move to generic locality teams is deemed to be required. A proposal has been developed to restructure the team's inline with a new care pathway and with the eye to future integration with health colleagues and to meet the increasing need and demand for adult social care in Medway.

The proposal is to introduce new posts of Integrated Practice Manager, Integrated Practitioner and Integrated Practitioner alongside a number of other new roles. This will result in the reduction of some types of roles and therefore there is the potential for some staff to be at risk of redundancy, however, there are a number of existing vacancies and temporary posts in place that will mitigate the impact on permanent members of staff.

Formal consultation closed 19 June 2017. Responses to consultation were sent on 03 July 2017. Applications to new promotional posts were opened on

the 12 July 2017. The new structure went live on 18 September 2017. No redundancies were made and the remainder of staff were slotted or redeployed into new roles.

3.16 Tier 2 Services (CAMHS)

On 04 April 2017 Cabinet agreed the award of the contract for the provision of the Medway Young Persons' Wellbeing Service to North East London NHS Foundation Trust (NELFT).

This involved the TUPE transfer of 8 employees from 01 September 2017.

3.17 Transformation of Early Help Services

A report was presented to Cabinet on 09 May 2017, providing details of transformation plans for Early Help services, including Children's Centres, through the establishment of integrated hub buildings in each of the existing four Children's Services areas to target resources and improve the impact of support for children and families.

Cabinet agreed the proposal to consult with trade unions and affected staff in accordance with the Organisational Change Policy, and to note that the Director of Children and Adults Services, in consultation with the Portfolio Holder for Children's Services (Lead Member) will consider and bring recommendations back to Cabinet on 08 August 2017.

Consultation with staff commenced on 13 June 2017 and ended on 20 July 2017.

On 08 August 2017, Cabinet approved the option to establish four integrated Family and Children Hubs and nine Children and Family Wellbeing Centres.

A staff briefing was held on 06 September 2017, to provide a summary to staff of the decisions taken over the summer period and to advise on the next steps.

Applications were invited from staff at risk of redundancy, with the exception of the administrative staff, during September 2017 and interviews undertaken. Fourteen requests for voluntary redundancy were accepted. Seven staff were notified of compulsory redundancy.

The administrative staff will be invited to apply for posts within the new structure together with vacancies from the Children's Administrative Support Service during November 2017.

3.18 Schools

3.18.1 An Academy order was received for Mierscourt Primary school and they joined the Howard Academy Trust on 01 September 2017.

3.18.2 An Academy order was received for the Rowans Pupil Referral Unit and they have now set up their own Multi-Academy Trust (Inspiring Change MAT) effective from 01 June 2017.

3.18.3 An Academy order has been received for Bligh Federation. The school will be joining Barnsole Primary Trust. The proposed conversion date is 01 November 2017.

Transfer to Academy status was completed on the 01 November 2017.

4 Summary of new Organisational Change proposals.

4.1 Medway Commercial Group (MCG)

Initial discussions have been held with management regarding proposed changes to MCG.

HR are awaiting the final consultation documents before proceeding with formal consultation.

4.2 Heritage and Leisure Services

An initial meeting has been held with management, with potential review for all front line staff to be put onto a career grade scheme with the ability to work across all sites.

Work is being undertaken with management to see if this is a viable option.

4.3 Housing Tenancy Shared Services

There are ongoing discussions with Gravesham Council and Tonbridge and Malling Council regarding the possibility of creating a shared Housing Tenancy Service.

4.4 Housing Repairs Partnership

There are ongoing discussions regarding the possibility of creating a partnership with Mears with ongoing discussions to assess the viability of this.

4.5 Housing Solutions

Management are looking at temporary agency spend and options for bringing staff onto permanent or fixed term contracts and a potential review of the whole service.

Further work is being undertaken to look into options and proposals.

4.6 Leisure Centre Catering

Agreement was given in June 2017 for the transfer of the catering services from the leisure centres to Medway Council.

This involves the TUPE transfer of 23 employees back into Medway Council.

TUPE Transfer successfully happened on 01 September 2017.

There is a proposal to consult with Catering staff to change the working location across Medway for business needs.

4.7 Health and Safety Trading services

There is the potential for Health and Safety Trading Services to be transferred to Medway Commercial group.

Work is currently ongoing regarding a potential transfer.

4.8 Work and Health Programme

There are a large number of uncertainties around the future of Work Choice. Management are waiting to see if the DWP may choose to extend the contract. There are currently 108 employees on this programme with the potential for 2 or 3 to be in the Medway area.

There is the potential for a TUPE transfer to Medway Council of these employees. Management are awaiting further information from the DWP before discussing with HR to determine next steps.

4.9 Front Line services

An initial meeting was held with management on 18 July 2017. The service is looking at a complete transformation of the Front Line Services division as the Service needs to make a saving of £447K.

A project board has been set up to move this forward.

There is a proposed implementation date of 01 April 2018.

4.10 Category Management

A decision was made to restructure the Category management team. The proposal was to reduce the number of Service Manager posts from 2.0fte to 1.0fte.

Consultation commenced 5 September 2017 and closed on 4 October 2017. The outcome has yet to be finalised.

4.11 Substance Misuse

Substance Misuse are about to re-tender the services and this may result in a possible third party transfer.

An implementation date has yet to be agreed.

4.12 Anti Social Behaviour team

Front Line Services are looking to create a new team for Anti Social behaviour.

HR are working with management on the rationale documentation, with a likely implementation date of 01 January 2018.

4.13 17 - 18 Programme – MACLS

There has been a reduction in the numbers enrolling on this course so therefore there is a requirement for either a reduction in the number of contracted hours or there is the potential for compulsory redundancy of 1 member of staff.

Consultation with the affected individual has commenced and there is a proposed implementation date of 01 December 2017.

4.14 HR Shared Services

There are ongoing discussions with Gravesham Council regarding the possibility of creating a shared HR Service.

This would involve the TUPE transfer in of approximately 2 employees.

Discussions are ongoing and a project implementation meeting set up with a possible transfer date of 01 April 2018.

4.15 Library Services

A decision has been made to undertake a restructure within Library Services. The rationale is currently being finalised with management.

Consultation is due to commence around the beginning of November 2017, with an implementation date of 01 January 2018.

4.16 Innovation Centre – Caretakers

A decision has been taken to bring the caretaking function at the Innovation Centre back in house from Medway Norse.

This will result in a TUPE transfer in of 1 employee to Medway Council.

The transfer will then be due to take place in November 2017.

4.17 Communications

An initial meeting has taken place with management on 28 September 2017.

Numerous changes have been proposed to the Communications team. Documentation and templates have been sent to the manager from HR. HR are now awaiting further information and for the rationale to be returned.

Management are working towards a possible implementation date of 01 April 2018.

4.18 Planning

A meeting took place with the manager on 29 September 2017 to discuss proposals and next steps.

A decision has been made to move the activities from the BASS Admin hub to planning, plus Star Chamber has agreed to an increase in FTE, allowing for 7 new posts to be created.

HR are currently working with management on Job Profiles and proposed new structures.

4.19 Information Governance

Initial discussions have taken place with management to look into the possibility of having a shared service with Gravesham Council with ongoing work and discussions to assess viability.

Management discussions are ongoing and project groups are to be set up. An implementation date has yet to be agreed.

4.20 Markets and Town Centre Shared Service

Initial discussions have taken place with management to look into the possibility of having a shared service with Gravesham Council.

Ongoing work and discussions are taking pace to assess viability.

Management discussions are ongoing and project groups are to be set up. An implementation date has yet to be agreed.

4.21 Communications Shared Service

Initial discussions have taken place with management to look into possibility of having a shared service with Dartford Council.

Ongoing work and discussions are taking pace to assess viability.

Management discussions are ongoing and project groups are to be set up. An implementation date has yet to be agreed.

4.22 Innovation Centre Catering Services

Various options are being looked at regarding the catering services at the Innovation centre. The service is currently being delivered by Medway Norse, but they have stated that they no longer want to run the operation. One possible option is to bring the services back in house from Medway Norse.

This will result in a TUPE transfer of potentially three employees into Medway Council.

The transfer is proposed to take place on 01 January 2018.

4.23 Medway Youth Service

A review of Medway Youth Service was undertaken following its transfer to the Early Help and Targeted Services division within Children's Services. This was phase two of the restructure, the first of which dealt with management and administration.

As part of the review existing resources were refocussed to meet additional need through the Children Service's area based model, maintaining Universal provision, whilst enabling an increased work with young people with more complex and targeted needs and creating sustainable models of delivery.

Several new posts were created as part of this review. There were no redundancies. The new structure was effective from 01 September 2017.

4.24 Medway Youth Trust

On 22 November 2016, Cabinet agreed not to award an outsourced contract for the future delivery of Integrated Youth Support Services and that a further report should be submitted to Cabinet with the financial benefits of an alternative delivery model.

On 20 December 2016, Cabinet approved the retention of Youth Services and the Youth Offending Team (YOT) within Children's Services and to extend the Information Advice and Guidance (IAG) contract with Medway Youth Trust (MYT) until August 2019.

However, it became evident that the proposal to split IAG from the Youth and YOT services would not provide a single and coherent service to young people or value for money in the longer term. A further report was therefore presented to Cabinet on 9 May 2017, where a decision was taken to bring delivery of the statutory element of the Information, Advice and Guidance Service (including the September Guarantee) in house following the expiry of the current contract with Medway Youth Trust on 31 August 2017.

A total of seven staff TUPE transferred into Medway Council. Consultation commenced with staff on the new model prior to the transfer and concluded on 31 August 2017. Staff were invited to apply for the new posts in the structure. Three requests for voluntary redundancy were accepted. One employee will be made compulsory redundant.

4.25 Children's Administrative Support Service

The CASS structure was previously reviewed in August 2013. Since that time there have been a number of structural changes across Children's Services. A review of how the service works and operates was undertaken with the Transformation Team.

The structural changes proposed are based on a set of principles which are aimed at improvement and will result in the administrative team aligning with the social workers pod model. These are:

- To considerably strengthen management oversight of work and practice
- To improve transitions between teams and creating a seamless pathway

- To create management roles that are clear and accountable and to strengthen their roles, increasing the focus on performance management and service development
- To enable a variety of work to be more evenly distributed across all social work pods, providing opportunities for all staff in CASS to increase their skills and experience, and develop their careers.
- Increased administration support to Social Workers.
- To develop stronger alignment with the area based model in Children's services.
- Strengthen our response to our partners contact with us in Children's Services.
- Better support the Heads of Service.

Formal consultation with staff/trade unions commenced on 18 August 2017 and ended on 01 September 2017. No counter proposals were submitted. Applications were invited from staff at risk of redundancy. Interviews took place during October 2017. The final structure will be fully implemented by 01 December 2017. No redundancies will be made.

4.26 Cookham Wood

The service level agreement with Cookham Wood ends on 31 January 2018. The proposal is to cease this arrangement. The designated social work posts within the current model are funded by the Youth Justice Board and it is proposed these posts will be retained. The delivery of the case work was undertaken by Medway Council under the current SLA. It is proposed that these posts will no longer exist under Medway Council's structure.

Formal consultation with staff/trade unions will commence on 8 November 2017.

4.27 Children's Centre – closure of All Saints nursery provision

Following a public consultation on the future organisation of early help services, children's centres and early years services, the Cabinet met on 08 August 2017 and approved a new arrangement for services, to be in place by 01 January 2018. This is consistent with the decisions of Cabinet on 09 May 2017, and reflects the budget agreed by Full Council in February 2017.

The nursery (pre-school) staff employed at the Magpie Hall Road and Tramways sites were not directly affected by the original reorganisation proposals issued in June. But it was stated that a future review in the autumn of 2017 would consider management arrangements for these teams.

The outcome of the service and staff reorganisation which is close to completion means that the current management and support structure for the All Saints nurseries – operating at Magpie Hall Road and at Tramways – is being deleted.

Formal consultation with staff/trade unions commenced on 01 November 2017.

4.28 Partnership Commissioning – SEN Travel

The commissioning for SEN 'transport' was carried out under a contract with Medway Norse prior to 31 July 2017. Following the TUPE transfer in of two staff from Norse on 1 August 2017 and the change of line management of one employee from SEN team to Commissioning, it is necessary to review this arrangement in order to provide effective integration of the SEN Travel Assistance commissioning and co-ordination functions into the Children's (0-25) Partnership Commissioning Team.

Formal consultation with staff/trade unions will commence in November 2017.

4.29 Children's Traded Services

On 6 June 2017, the Cabinet approved the transfer of school and governance services to Medway Commercial Group Ltd.

Staff/trade unions were informed of the measures on 25 August 2017.

The TUPE transfer out of staff was effective from 01 September 2017.

4.30 Adult Education – Chatham Grammar School for Boys evening Centre

Due to lack of class numbers a decision has been taken to stop using the Chatham Grammar school site. This will result in the compulsory redundancy of 1 member of staff.

Consultation with the individual has concluded with an implementation date of 31 August 2017.

This has resulted in one compulsory redundancy.

4.31 Schools

4.31.1 An Academy order was received for Featherby Infant and Junior Schools. Both schools joined the Maritime Multi-Academy Trust on 01 September 2017.

4.31.2 An Academy order was received for St Margaret's at Troy Town Primary school. The school joined the Pilgrim MAT on 01 September 2017.

5. Support for Staff

5.1 The Council recognises that this is an unsettling time for everyone and is making every effort to support staff. In addition to the individual meetings with managers, the HR service is providing support for affected employees and wherever possible we will redeploy individuals into new roles.

5.2 The Council's employee assistance provider (Care First) provides a free counselling and information line 24/7, 365 days a year. The Care First information line is managed by Citizen Advice Bureau trained advisers and can offer advice on a wide range of issues, which affect daily life such as employment, benefits, housing, debt etc.

- 5.3 We also encourage staff to talk to their trade unions to ensure that they get the necessary support. An Industrial Chaplain also provides opportunities for staff to contact him for support.
- 5.4 There have been regular communications with all staff to keep them up-to-date with the budget proposals and other changes. There is also an employee consultation email address where staff can make their comments, suggestions for saving money and ask questions. Line managers have been encouraged to brief staff on a regular basis.

6. Risk management

- 6.1 The risks in relation to these changes relate to both the services and staff involved. For the purposes of this report it is important to focus on the risk to staff. In addition to the personal implications for employees there are also some risks in losing highly valued skills. Recruitment arrangements have been reviewed and every effort is made to redeploy staff with transferable skills. This will go some way to mitigate these risks.

7. Financial and legal implications

- 7.1 The proposed redundancies are being carried out in accordance with the Council's reorganisation procedure, and formal consultation with the trade unions and staff has taken place or is in the process of taking place.
- 7.2 The Council must ensure that the process for any proposed redundancies complies with the required statutory obligations to inform and consult employees both collectively and individually under Section 188 of The Trade Union and Labour Relations (Consolidation) Act 1992. The Council is also under a duty to inform the secretary of state under Section 193 of the above Act about proposed redundancies, where the relevant threshold has been met.
- 7.3 The process adopted must be in accordance with the Council's Organisational Change Policy (including redundancy) and comply with the general principles of fairness to minimise the risk of successful Employment Tribunal claims.
- 7.4 The savings resulting from the various restructures have been reflected in the Council's revenue budget and the cost of redundancies will be met from the individual budget areas.

8. Diversity Impact Assessments

- 8.1 Service DIAs have been completed on the areas subject to reductions.

9. Recommendation

- 9.1 The Employment Matters Committee is asked to note:
- The present position.
 - The support arrangements for staff.

Lead officer contact

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Appendices

Appendix A - Summary of reductions as reported.

Appendix B - Summary of transfers as reported

Background papers

None

APPENDIX A

SUMMARY OF REDUCTIONS AS REPORTED IN THE ORGANISATION CHANGE PAPER 28 NOVEMBER 2017

DEPT	AREA	NO. OF PEOPLE AFFECTED	CONSULTATION	OUTCOME	NO. OF REDUNDANCIES	NO. REDEPLOYED OR NOW IN OTHER POSTS WITHIN COUNCIL
BSD	ICT	5	19 May 2017	Reduce headcount by 5 FTE. 2 compulsory redundancies plus 3 from existing vacancies	2	2
	Category Management	2	5 September to 4 October 2017	Reduction in SM posts from 2fte to 1 fte	tbc	tbc
C&A	Early Years and Sure Start Children's Centres	108	13 June to 20 July 2017	Proposed reduction of 34.7 FTE posts. Some voluntary redundancy requests accepted. Selection process ongoing.	14 voluntary, 7 compulsory	tbc
	Adult Social Care - Phase 2	265	19 May 2017 to 19 June 2017	Consultation commenced 19 May 2017. A number of posts are to be detailed but equally a number of new posts have been created. The actual number of redundancies is likely to be low.	0	103
	CADS	39	05 April 2017 to 18 April 2017	Consultation concluded. No redundancies.	0	0
	Medway Youth Service	54	25 July 2017 to 1 August 2017	Consultation concluded. No redundancies.	0	0
	Children's Admin Support Service	30	18 August to 1 September 2017	Consultation concluded. No redundancies.	0	0
	Cookham Wood	23	08-Nov-17	Consultation due to commence on 8 November 2017. SLA arrangement with Cookham Wood will be ceasing. May result in redundancies although a number of posts have been held across Early Help Service as redeployment opportunities.	tbc	tbc
	Children's Centre - All Saints Provision	9	01-Nov-17	Consultation commenced on 1 November 2017 for two week period. Nursery provision proposed to close. Will likely result in 9 compulsory redundancies	tbc	tbc
	MYT	7	18 August 2017 to 31 August 2017	Consultation concluded.	4	0
	Partnership Commissioning - SEN Travel	4	TBA	Consultation due to commence during November. Proposal to reconfigure services following TUPE in of staff. Not anticipating any redundancies	tbc	tbc
RCET	Corn Exchange	21	TBA	21 (3 x Permanent and 18 x Casual staff.) Tender process is ongoing.	tbc	tbc
	Regeneration Delivery	2	closed 30 June 2017	Proposal to reduce 2 FTE posts	0	tbc

	Highways & Design	TBA	TBA	Awating rationale paperwork	tbc	tbc
	Library Services	5	TBA	Ongoing discussions regarding closure of Thomas Aveling and changes at Grain. Thomas Aveling library has closed and affected employee redeployed. Ongoing discussion with 5 affected at Grain	0	1
	Brook Car Park	3	TBA	Proposal to reduce 3 FTE posts	tbc	tbc
	Ad Ed Chatham grammar site	1	closed 30 July 2017	Proposed to delete one post	1	0
	Frontline Services	TBA		Looking at a complete transformation of the Front Line Services division as service needs to make a saving of £447k	tbc	tbc
	Anti Social Behaviour team	TBA	TBA	Creation of a new anti social behaviour team. Mean 2 redundancies and the functions (no staff) moving from Housing to FLS	2	tbc
	17-18 Programme - MACLS	1	Oct-17	Reduction in numbers enrolling on course so one compulsory redundancy.	1	1
	Library Services	2	Nov-17	Restructure of service with proposal to reduce Senior library assistant by 1fte and deletion of Outreach and partnership manager post (1fte)	tbc	tbc
	Planning	1	Oct-17	Move activities from BASS admin hub back to planning team.	tbc	tbc
	Leisure centre catering	16	Nov-17	Looking at options of changing working locations and hours for business needs	tbc	tbc
	Crematorium & Registration			Review of current structure. Vacant posts deleted and a number of new posts	0	0
	Category Management	2	05 September - 04 October 2017	Proposal to reduce from 2.0fte to 1.0fte Service Manager	tbc	tbc
PH						
MCG	Medway Commercial group	3	TBA	Proposal to delete 3 posts	tbc	tbc
Total		578			38	106

APPENDIX B

SUMMARY OF TRANSFERS AS REPORTED IN THE ORGANISATION CHANGE PAPER DATED 28 NOVEMBER 2017				
Transfers IN				
DEPARTMENT	AREA	NO. OF STAFF	DETAILS	EFFECTIVE DATE
C&A	SEN Transport	2	Transfer in from Norse	01/09/2017
	MYT	7	Transfer in from MYT	01/09/2017
BSD				
RCET	STG	7	Transfer in of staff from Canterbury City Council	01/04/2018
	Leisure Centre Cleaners	16	Transfer in of staff from Norse	01/09/2017
	Leisure Centre Catering staff	23	Transfer in of staff from Norse	01/09/2017
	Environmental Health Shared Service	60	Transfer from Gravesham and TM Council	01/04/2018
	Work and Health Programme	3	Possible transfer from DWP	TBC
	HR Shared Service	2	Transfer in of staff from Norse	01/04/2018
	Innovation Centre Caretakers	1	Transfer in of staff from Norse	01/11/2017
Public Health				
SUB TOTAL		121		
Transfers OUT				
DEPARTMENT	AREA	NO. OF STAFF	DETAILS	EFFECTIVE DATE
BSD	Internal Temp Supply Pool	3	Transfer to MCG	01/10/2017
	Schools Trading Services	5	Transfer to MCG	TBC
	H&S Trading Services	3	Transfer to MCG	TBC
C&A	Tier 2 Services	8	Transfer out to NELFT	01/09/2017
	Childrens Traded Services	22	Transfer out to MCG	01/09/2017
RCET				
Public Health				
SUB TOTAL		41		
Schools		NO. OF STAFF	DETAILS	EFFECTIVE DATE
	Mierscourt Primary	49	TUPE transfer to Howard Academy Trust	01/09/2017
	Rowans Pupil Referral Unit	35	TUPE transfer to Inspiring Change Academy Trust	01/06/2017
	Bligh Federation	41	TUPE transfer to Barnsole Primary Trust	01/11/2017
	Featherby Infant & Junior		TUPE transfer to Maritime Trust	01/09/2017
	St Magarets of Troy Town	42	TUPE transfer to Pilgrim Trust	01/09/2017
SUB TOTAL		125		
TOTAL TRANSFERRED OUT		287		
TOTAL TRANSFERRED IN		121		
NET TOTAL		-166		