

SUBJECT:	MONLIFE AMENDMENTS TO TEAM CONFIGURATIONS
MEETING:	INDIVIDUAL CABINET MEMBER DECISIONS
DATE:	13 November 2019
DIVISION/WARDS AFFECTED:	ALL

1. PURPOSE:

- 1.1 To set out the arrangements to refine and rationalise the MonLife structure under the Leisure Services Manager post.

2. RECOMMENDATIONS:

- 2.1 To agree changes of Role Job Titles (redesignation) and regrading of a small number of posts and to agree the establishment of the Youth, Sports and Active Travel Manager Post under the Leisure Service Manager post team configurations.

3. KEY ISSUES:

- 3.1 In September 2019 the Council approved the Business Plan and operating model for MonLife including the senior leadership structure with cross thematic responsibilities and proposed team groupings. The report highlighted that the cross thematic responsibilities underpin effective collaborative working, improved communication and increased staff engagement which had already significantly contributed to many acknowledged service achievements. It also advised that there will be a small number of new posts identified within the team configurations which are within the overall business plan costings for the services. One of these posts is included in this report (3.3). In addition, it highlighted that the former post of Head of TLCY had a number of other direct reports who in the new structure will now report to other members of the senior management team.
- 3.2 This report focusses on the immediate changes required arising from the team configurations under the Leisure Services Manager post. The proposals seeks to establish one new post and to redesignate and regrade a small number of existing posts. All proposals have been subject to Job Evaluation and costs are contained within the MonLife Business Plan.
- 3.3 Youth, Sports and Active Travel Manager post. This is a new post reporting to the Leisure Services Manager post working with key strategic partners both nationally, regionally and locally to underpin the MonLife Youth Offer to support young people and communities to thrive against a back ground of success in sector leading programmes and the well-established Youth Service that prides itself of the innovative way it meets the needs of young people. Whilst the post will co-ordinate the Youth Offer across Monmouthshire, this post will also take a lead role in walking & cycling projects across the County in line with

the duties and responsibilities placed on the Council by the Active Travel (Wales) Act 2013 and manage the Swimming Development Lead post and Outdoor Adviser post (pending review).

- 3.4 Redesignation and regrading of existing posts: There is a requirement to refine and rationalise some of the operational arrangements arising from the approval of the MonLife structure which are best addressed through a small number of post redesignation and regradings. The proposals relate to 5 posts as outlined in table 1. None of the proposals increase the establishment and 3 of them represent formalising responsibilities being undertaken by some postholders through honorarium payments for a period of three years.

Table 1.

Proposal	Post reports to
1.Redesignate Gilwern Site Coordinator to Outdoor Centre Manager: Gilwern BAND J (see 5 below)	Leisure Services Manager post
2. Redesignate GP referral coordinator post to Health, Fitness and GP referral Manager BAND J	Leisure Services Manager post
3.Redesignate and regrade Youth and Community Officer post to Youth and Community Team Manager BAND J	Youth, Sports and Active Travel Manager post
4. Redesignate and regrade Sports and Community Officer post to Sports and Community Lead BAND I	Youth, Sports and Active Travel Manager post
5.Redesignate Duke Of Edinburgh coordinator post to Duke of Edinburgh lead BAND H	Outdoor Centre Manager :Gilwern

- 3.5 The proposals recognise the existing interim post arrangements affecting staff and relevant post holders have been consulted along with other staff affected by the proposals. All other existing posts not contained in the table above remain but may be subject to review later. Comments made during consultation have been considered and changes have been made to the initial draft report arising from the consultation. As a consequence of consultation on implementation to appoint to the Leisure Services manager post there is a need to consider a postholder as at risk of redundancy which will be detailed in a further report to Cabinet.

Appendix 1 provides a diagram of the outline structure under the Leisure Services Manager post.

4 EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

- 4.1 The positive engagement activities with communities, customers and staff will continue as well as a focus on income generation and investment in key aspects of the business to ensure the culture and business thrives. Staff having clarity in terms of their roles, their place within the team configurations and the wider workforce is essential to their effectiveness and contributes to their engagement.

4. OPTIONS APPRAISAL

Option	Benefits	Risks	Comments
Not to agree a new post and agree post name changes and regradings.	None	Lack of resources and clarity to achieve business plan objectives under the Leisure Services remit	
To agree a new post and agree post name changes and regradings.	Will enhance the arrangements already delivering success and underpin the cross thematic working objectives under the Leisure Services Manager post. Will clarify the responsibilities some staff are already undertaking through temporary payments and recognises the contributions made in service delivery and effectiveness.	None	

5. EVALUATION CRITERIA

5.1 There may be a need for further structure adjustments to suit business needs to respond to any challenges in delivering MonLife's Business Plan. In addition utilising MonLife's approved performance and evaluation framework, a CPD approach where employees are given control over their performance environment and are able to have mutually beneficial performance conversations with their managers will provide a measurement of success through staff engagement surveys and other data collection.

6. REASONS:

6.1 To inform members of the staffing requirements to achieve MonLife team configurations under the Leisure Services Manager post.

7. RESOURCE IMPLICATIONS:

8.1 Appendix 2 demonstrates that the costs for the proposed changes to role designations and establishment of new posts are some £23,934 than the previous budget at £324,758. This additional cost can be met within MonLife's approved services budget. The MonLife business plan included proposals for additional new staff posts as well as benefitting from VAT savings through the adoption of the Ealing ruling so that additional investment would be made in services. Members will be also be aware of the additional resources of £97,604 approved for transformation of these services at Council in September 2019 which is to be included within the MTFP for 2020-21.

8. CONSULTEES:

Cabinet Member for Governance
Chief Operating Officer MonLife
SLT

9. BACKGROUND PAPERS:

Appendix 1: Proposed team configuration reporting to Leisure Services Manager post.

Report to Council 19th October 2019.

AUTHORS & CONTACT DETAILS:

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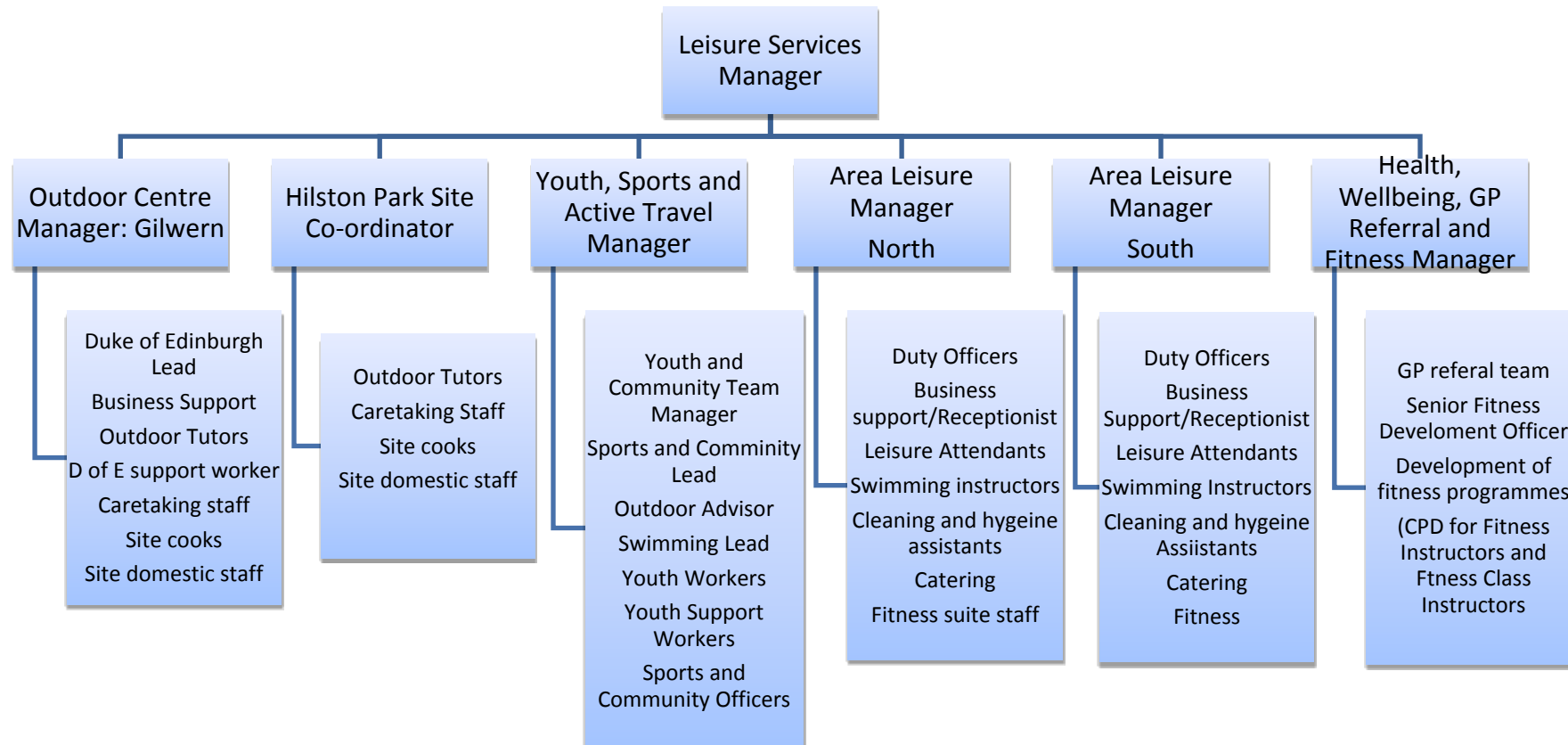
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Appendix 1

Outline structure Leisure Services



Appendix 2

Full Year Costings of Proposals

	Current Structure		Proposed Structure	
	Band	Budget 19-20 £	Band	Budget 19-20 £
New Posts				
Youth, Sport & Active Travel Manager		0	K	61,138
Post Deletions				
Head of Gwent Outdoor Education (as per Council report 19 th September 2019)	SOL	69,754		0
Redesignations				
Redesignate Gilwern Site Coordinator to Outdoor Centre Manager	H	43,892	J	55,928
Redesignate GP referral coordinator post to Health, Fitness and GP referral Manager	I	40,066	J	55,928
Redesignate / regrade Youth and Community Officer post to Youth and Community Team Manager	I	61,320	J	55,928
Redesignate and regrade Sports and Community Officer post to Sports and Community Lead	I	45,156	I	50,680
Redesignate Duke Of Edinburgh coordinator post to Duke of Edinburgh lead	G	40,666	H	45,156
TOTAL		300,854		324,758