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17 April 2024

Dear Councillor,

Cabinet

6:00pm on Thursday 25 April 2024

Meeting to be held in the Council Chamber, Civic Centre, Cannock

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,



T. Clegg
Chief Executive

To: Councillors:

Johnson, T.B.	Leader of the Council
Newbury, J.A.A.	Deputy Leader of the Council and Regeneration & High Streets Portfolio Leader
Elson, J.S.	Community Wellbeing Portfolio Leader
Muckley, A.M.	Environment and Climate Change Portfolio Leader
Thornley, S.J.	Housing Portfolio Leader
Preece, J.P.T.L.	Parks, Culture, and Heritage Portfolio Leader
Prestwood, J.	Resources and Transformation Portfolio Leader
Fisher, P.A.	<i>Observer (non-voting)</i>

Agenda

Part 1

1. Apologies

2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

3. Minutes

To approve the Minutes of the meeting held on 28 March 2024 (enclosed).

4. Updates from Portfolio Leaders

To receive oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.

5. Forward Plan

Forward Plan of Decisions for April to June 2024 (Item 5.1 - 5.2).

6. Information Governance Policy

Report of the Head of Law & Governance (Item 6.1 - 6.14).

7. Network Infrastructure Replacement

Report of the Head of Transformation & Assurance (Item 7.1 - 7.4).

8. Senior Manager Restructure

Report of the Chief Executive (Item 8.1 - 8.11).

Appendix 4 to this report (Item 8.11) is confidential due to the inclusion of:

- Information relating to any individual.
- Information which is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the Council).

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Thursday 28 March 2024 at 6:00 p.m.
In the Esperance Room, Civic Centre, Cannock

Part 1

Present:

Councillors:

Johnson, T.B.	Leader of the Council
Newbury, J.A.A.	Deputy Leader of the Council and Regeneration and High Streets Portfolio Leader
Muckley, A.M.	Environment & Climate Change Portfolio Leader
Thornley, S.J.	Housing Portfolio Leader
Preece, J.P.T.L.	Parks, Culture, and Heritage Portfolio Leader
Prestwood, J.	Resources and Transformation Portfolio Leader

104. Apologies

Apologies for absence were noted for Councillors J.S. Elson, Community Wellbeing Portfolio Leader and P.A. Fisher (non-voting observer).

105. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

No other Declarations of Interest were made in addition to those already confirmed by Members in the Register of Members' Interests.

106. Minutes

The Environment & Climate Change Portfolio Leader asked that a minor amendment be made to the wording under the 'Great Imagining...' update - the first line should read 'is (rather than was) a two day...'.
Resolved:

That the Minutes of the meeting held on 29 February 2024 be approved, subject to inclusion of the above amendment.

107. Updates from Portfolio Leaders

(i) Environment & Climate Change

The Portfolio Leader updated in respect of the following:

- **Footbridges**

Work was going to start very quickly over the next two weeks on installing the replacement footbridges in Anglesey Nature Reserve and Rawsley wood.

- **The Great Imagining Cannock Chase**

The event had been a great success, with over 1,000 school children and college students attending on the Friday and nearly 600 members of the public on the Saturday, some of whom as families stayed all day. Lots of positive feedback had been received and councillors present engaged with the various organisations present.

- **Staffordshire COP Conference**

The Staffordshire COP 'Celebration Of The Possible' conference was held on 15 March and attended by the Portfolio Leader and Council officers. Discussions were held about how climate change could be tackled on a countywide basis and getting people on board with this. The Council had a stall at the conference and lots of engagement with other organisations present. It was hoped to develop good contacts from this, move climate change work forward and reach more school children and members of the public.

(ii) **Parks, Culture, and Heritage**

The Portfolio Leader updated in respect of the following:

- **Cannock Park Consultation**

The Cannock Park playground consultation had been extended to 14 April.

Residents and users could access the online survey on the Council's website, or they could attend the final outdoor consultation event on Thursday 4 April at the playground in the park. The event would be running from 11am to 3pm.

There had been some great responses so far, and residents were encouraged to make use of the extension period and to come along to the outdoor event to have their say about what they would like to see in the playground.

Thanks were also given to everyone who had comments on the Cannock Stadium skate park consultation. This had now closed and Canvas Space had taken on board the responses from this consultation and produced a final design.

Work was expected to start on Monday 1 April, but residents may have noticed contractors setting up on site already.

(iii) **Regeneration and High Streets**

The Portfolio Leader updated in respect of the following:

- **Former Rugeley Power Station Site Visit**

Along with the Leader, the Portfolio Leader attended at site visit at the former Rugeley Power Station site on 14 March. The site visit helped to put into context what was there before and what would be there in the future, getting to see where the blocks of housing and school would be located and what natural features would be kept and enhanced.

A discussion was held with the current site owners, Engie, about the plans, although they did not advise who the new site owners would be. The Council was expected to be told this in the next couple of months.

It was also believed that a parcel of land located next to the site was up for sale, so it was hoped to find out who the current owner/prospective buyer was and be told what their plans were for it.

(iv) **Resources and Transformation**

The Portfolio Leader updated in respect of the following:

- **Great British Spring Clean**

Litter picks had been taking place over the past couple of weeks as part of the 'Great British Spring Clean', with a significant amount of litter having been collected.

6 litter picks had been undertaken by the Council and volunteers, with 21 people taking part (Council employees and ward Councillors). Over 100+ bags of rubbish were collected.

There were also at least another 5 litter picks held in the District that officers were aware, bringing the total number of bags collected to over 200.

Over the course of a year, the Council collected over 3,000 tonnes of litter and emptied approximately 600 litter bins every week.

108. Forward Plan

Resolved:

That the Forward Plan of Decisions for the period March to April 2024 (Item 5.1) be noted.

109. Motion Referred from 6 March 2024 Council Meeting

Consideration was given to the Motion referred from the full Council meeting held on 6 March 2024 in respect of the 'Boys need Bins' - Prostate Cancer UK campaign (Item 6.1).

The Leader thanked Councillor Frew for bringing the motion forward, noting himself and others present had had some experience of the issues/problems it highlighted. There were however cost implications which would be outlined by the relevant Portfolio Leader, and as such, it was proposed that the disabled toilets be redesignated as accessible toilets. This would allow for the existing sanitary bins located in those toilets to be changed to medical waste bins, thereby allowing for the disposal of sanitary and incontinence products, for both males and females.

The Housing Portfolio Leader noted that confirmed costings from the current contractor were still awaited, but it was understood from the Corporate Assets Manager that the costs were likely to be in the region of £1,000 to £1,200, although it was unclear if this was a total cost or per bin.

The Leader recommended that the Housing Portfolio Leader, the Deputy Chief Executive-Place, and the Head of Housing & Corporate Assets be given delegated authority to take the requested actions forward depending on what feedback was received on the costings for the bins.

The Democratic Services Team Leader confirmed that as per the relevant section of the Council Procedure Rules, the Motion would be included on the agenda of the 17 April Council meeting for consideration, having duly been considered by the Cabinet. This would thereby allow time for the final costings to be known in advance of the Council meeting.

110. Review of Housing Allocations Policy

Consideration was given to the report of the Head of Housing & Corporate Assets (Item 7.1 - 7.91).

In response to concerns raised by Members, it was clarified that applications currently being considered would not be affected by the two-year rule set out in paragraph 11.1(a) of the policy.

Resolved:

That:

- (A) The proposed amendments to the Council's Allocations Policy as set out in report section 5 and appendices 2 and 3 be agreed and implemented from 12 April 2024.
- (B) The programme to support customers, raise awareness of the changes set out and better information and services for applications as detailed in report paragraphs 5.11 and 5.12 be noted.

Reasons for Decisions

The Council's Allocations Policy was last updated in 2017.

In that time, aspects of the Policy had become outdated, no longer fully reflected good practice and/or did not remain consistent with local housing market conditions and other local circumstances.

Proposed changes to the Policy, along with other enhancements to customer information and service, would enable a better, clearer, fairer, and more effective allocations service to be provided to existing tenants and external applicants who needed (or wished) to move home.

111. Housing Benefit - Modified Scheme in Respect of War Disablement and Bereavement Pensions

Consideration was given to the report of the Deputy Chief Executive-Resources (Item 8.1 - 8.4).

Resolved:

That:

- (A) The report be noted.
- (B) Council, at its meeting to be held on 17 April 2024, resolves to adopt the policy statement as set out in report appendix 1.

Reasons for Decisions

The Council had disregarded payment made under various military compensation schemes, in the assessment of Housing Benefit for many years. During that time, legislation regarding benefit legislation and military compensation had changed, and so a review and refreshment of the scheme was appropriate. The modified scheme needed to be adopted by resolution of full Council.

The Staffordshire Armed Forces Covenant was a promise by the nation ensuring those who served, or had served, and their families were treated fairly, ensuring all members of the Armed Forces community had the same access to public and

commercial services as any other citizen did. Special consideration was appropriate in some cases, especially for those who had given most such as the injured and bereaved.

112. Levelling Up Fund - Cannock Town Centre

Consideration was given to the report of the Head of Economic Development & Planning (Item 9.1 - 9.9).

Resolved:

That:

- (A) Progress made on delivery on the Cannock town centre Levelling Up Fund project be noted.
- (B) The revised project scope for the first phase of town centre regeneration as set out in report paragraph 5.5 be agreed.
- (C) Permission to spend up to £9 million from the capital programme allocation in respect of the works identified in report paragraph 5.7 be approved.
- (D) Permission to spend be agreed to achieve vacant possession of the relevant units in Cannock shopping centre, in accordance with the advice contained within the report's confidential appendix 1.
- (E) Authority be delegated to the Head of Economic Development & Planning, in consultation with the Deputy Chief Executive-Place, Deputy Chief Executive-Resources, Head of Law & Governance, and the Regeneration & High Streets Portfolio Leader to finalise all matters related to the vacant possession process.
- (F) Authority be delegated to the Head of Economic Development & Planning, in consultation with the Deputy Chief Executive-Place, Deputy Chief Executive-Resources, Head of Law & Governance, the Regeneration & High Streets Portfolio Leader, and the Levelling Up Fund Programme Board to take all steps to implement phase 1 of the programme within the agreed scope and budget.

Reasons for Decisions

A significant amount of work had been completed to inform the detail of the first phase of the Cannock town centre Levelling Up Fund project. Detailed costings and design work had illustrated which elements of the original scheme were deliverable within the Levelling Up Fund timescales.

Colleagues from the Department for Levelling Up, Housing and Communities had confirmed that phase one of the Cannock town centre regeneration programme should be progressed at pace.

The commercial transaction referred to in decision (D), above, would enable the Council to secure vacant possession ahead of proposed demolition works.

The meeting closed at 6:48 p.m.

Leader

Forward Plan of Decisions to be taken by the Cabinet: April to June 2024

For Cannock Chase Council, a key decision is as an Executive decision that is likely to:

- Result in the Council incurring expenditure or making savings at or above a threshold of 0.5% of the gross turnover of the Council.
- Affect communities living or working in two or more Council Wards.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item via email to membersservices@cannockchasedc.gov.uk

Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
April 2024						
Information Governance Policy	Head of Law & Governance / Resources and Transformation Portfolio Leader	25/04/24	No	No		N/A
Network Infrastructure Replacement	Head of Transformation & Assurance / Resources and Transformation Portfolio Leader	25/04/24	No	No		N/A
Senior Manager Restructure	Chief Executive / Leader of the Council / Resources and Transformation Portfolio Leader	25/04/24	No	Yes (Appendix 4 only)	Information relating to any individual. Information which is likely to reveal the identity of an individual. Information relating to the financial or business affairs of any person (including the Council).	N/A
June 2024						
End of Year Performance Report 2023/24	Head of Transformation & Assurance / Resources & Transformation Portfolio Leader	13/06/24	No	No		N/A
Strategic Risk Register	Head of Transformation & Assurance / Resources & Transformation Portfolio Leader	13/06/24	No	No		N/A

Item No. 5.2

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
Appointment of Representatives to Serve on Outside Bodies	Chief Executive / Leader of the Council	13/06/24	No	No		N/A
Dispersed Social Alarm Device	Head of Housing & Corporate Assets / Housing Portfolio Leader	13/06/24	Yes	No		N/A
Increased Fixed Penalty Amounts for Environmental Offences	Head of Regulatory Services / Environment & Climate Change Portfolio Leader	13/06/24	Yes	No		N/A
Business Growth Programme	Head of Economic Development & Planning / Regeneration & High Streets Portfolio Leader	13/06/24	No	No		N/A
Cannock Town Centre Levelling Up Fund	Head of Economic Development & Planning / Regeneration & High Streets Portfolio Leader	13/06/24	No	No		N/A
Appointment of Kerbside Waste & Recycling Collection Contractor	Head of Operations / Environment & Climate Change Portfolio Leader	13/06/24	Yes	Yes	Information relating to the financial or business affairs of any person (including the Council).	

Information Governance Policy

Committee:	Cabinet
Date of Meeting:	25 April 2024
Report of:	Head of Law and Governance
Portfolio:	Resources and Transformation

1 Purpose of Report

- 1.1 To consider the adoption of an Information Governance Policy identifying the council's approach to the management of information.

2 Recommendations

- 2.1 That Cabinet adopt the Information Governance Policy attached in the APPENDIX.
- 2.2 That Cabinet authorise the Head of Law and Governance to review, amend and adopt any related policies referred to within the Information Governance Policy for the purposes of ensuring the lawful and appropriate management of information at the council.

Reasons for Recommendations

- 2.3 The Information Governance Policy outlines the approach that the Council takes to ensuring good information management practices are adhered to. The Policy is underpinned by a number of supporting policies and guidance that focus on specific processes.

3 Key Issues

- 3.1 The Council manages a significant amount of information in order to deliver its services. It is important that all information is managed appropriately and in accordance with the law.
- 3.2 The Information Governance Policy gives clarity on the main laws affecting information governance and the roles and responsibilities of employees, and members, in ensuring compliance.
- 3.3 The overarching principles set out in the Policy are supported by a number of separate policies and guidance documents that are produced in order to assist employees, and members, in fulfilling their roles.

4 Relationship to Corporate Priorities

- 4.1 Priority 4: Responsible Council. Adoption of the policy ensures that the Council takes appropriate accountability for managing information and making the best use of its assets.

5 Report Detail

- 5.1 Information Governance is the term used to describe how information is managed within an organisation. This includes how information is held, obtained, recorded, used, retained, and shared.
- 5.2 The Council manages a significant amount of information in delivering its services and it is vital that it processes this information in accordance with the law (for example, data protection legislation) and best practice (for example, records management guidelines).
- 5.3 The Information Governance Policy sets out the principles under which any person acting on behalf of the Council should manage information. It sets out the key roles and responsibilities of individuals within the Council, the legislation and standards which must be adhered and what steps are taken to raise awareness and ensure compliance.
- 5.4 The Policy provides an overarching framework and is supported by a number of separate, and more specific policies and guides, designed to assist individuals in managing information on the Councils behalf.
- 5.5 Cabinet is recommended to approve the overarching Information Governance Policy (attached in the Appendix), and authorise the Head of law and Governance to be able to review, amend and consider any supporting policies and guides that are deemed necessary to assist officers in carrying out their roles and ensuring best practice is followed across the organisation.

6 Implications

6.1 Financial

None

6.2 Legal

Adoption of the policy will provide clarity and guidance to officers, and members, on the laws affecting information governance.

6.3 Human Resources

None

6.4 Risk Management

Individuals processing information on behalf of the Council need to be aware of the rules governing information governance and their roles and responsibilities in compliance. The policy raises awareness and ensures a consistent approach is adopted across council services. Failure to comply with good information governance practice can lead to loss of business-critical data, loss of confidence from partners and customers, and regulatory action in the case of any breach of legislation.

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix: Information Governance Policy

8 Previous Consideration

None

9 Background Papers

None

Contact Officer: Ian Curran

Telephone Number: 01785 619220

Ward Interest: All

Report Track: Cabinet 25th April 2024 (Only)

Key Decision: No



Information Governance Policy

March 2024

Version	Date	Summary	Author
1.0		Original version	Darren Edwards

Review & Version Control

This Policy will be subject to review and amended to reflect any change in legislation, corporate policy, or official guidance. Minor amendments and revisions can be authorised by Head of Service level or equivalent.

1. Introduction
2. Key Roles and Responsibilities
3. Key Legislation
4. Compliance with Legislation
5. Open Information and Transparency
6. Information Assurance Measures
7. Records Management
8. Training and Guidance
9. Incidents and reporting
10. Compliance

1. Introduction

Information is a vital asset for the provision of services to the public and for the efficient management Council services and resources. As well as protecting confidentiality and ensuring rights to access public and personal information, it plays a key part in governance, service planning and performance management.

Information governance (IG) is concerned with how information is held, obtained, recorded, used, retained, and shared by the organisation to achieve compliance with information governance laws and current best practice.

Information is the collective term to cover terms such as, but not limited to data, documents, records, web content and images.

Scope: this policy applies to:

- All information held, maintained, and used by the Council in all locations and on all media (hardcopy and electronic)
- Elected Members, Council staff, including temporary staff, contractors, consultants, and volunteers that access and use Council information.
- Third parties that manage and process information on the Council's behalf when carrying out a statutory Council function or service.

2. Key Roles and Responsibilities

All employees who handle Council held personal information have a duty to adhere to all Information Governance Policies and guidance including data protection legislation.

In addition, key data protection tasks and responsibilities are allocated to relevant staff within the Council.

These are as follows:

2.1 Leadership Team

The Leadership Team, which comprises of the Chief Executive, Deputy Chief Executives and Heads of Service, have the following information governance responsibilities:

- Approve and support recognised IG and data protection roles within the organisation, Information Governance related policies, standards, procedures and ensure systems are in place and operating effectively throughout the Council.
- Support Information Governance compliance and improvement activities (DP, FOI/EIR, security, quality, and records management) across the Council.
- Monitor information handling including data breaches, support assurance controls (including departmental audits) and corrective actions.
- Support training and action plans for information governance including progression throughout the Council.
- Support the information governance agenda.

2.2 The Senior Responsible Individual (SRI)

The Head of Law and Governance serves corporately as the Council's Senior Responsible Individual in relation to information governance and security related matters.

The SRI must have clear direct access to the Chief Executive, Deputy Chief Executive, other Heads of Service, the Chief Finance Officer, and elected members of the Council.

Duties include:

- Acting as a champion for information governance across the council, including at Leadership Team, at full council and in committee meetings.
- A decision to report a data breach to the Information Commissioners Office rests primarily with the Information Manager, however the SRI will be consulted to agree this course of action. Where the SRI is not available, the member of Leadership Team most closely linked with the breach will be consulted.
- Ensuring the Information Manager has adequate resources and appropriate training.

2.3 Information Manager

The role provides independent advice to the council and is able to report to the SRI or directly into Leadership Team or to Council if / when required.

The Information Manager has a key role to coordinate the Council's Data Protection and Information Governance obligations. The role includes working with all officers and Members of the Council and provides specialist technical and professional advice to the Senior Responsible Individual, managers, and staff.

The Information Manager will provide expert advice and guidance to all staff on all elements of Information Governance including:

- Performing delegated duties of the SRI.
- Providing Information Governance advice and guidance to all staff.
- Informing and advising the organisation and its employees of their obligations to comply with relevant IG related legislation and best practice.
- Monitoring compliance with data protection legislation, FOI, EIR and other associated legislation and guidance.
- Being the first point of contact for the Information Commissioner's Office and for individuals whose data is processed (residents, employees, customers etc.).
- Maintaining and developing the Information Governance Framework of policies, standards, and procedures.
- Working with service managers / Information Asset Owners to establish protocols on how information is to be used and shared.
- Developing and delivering Information Governance awareness and training for staff and Councillors.
- Ensuring compliance with Data Protection, Freedom of information, Environmental Information Regulations, Records Management, Information Security and other information related legislation via consultation and information audits.

- Providing guidance and advice on Privacy Impact Assessments.
- Coordinating and processing corporate information requests, processing requests on behalf of business units and supporting information coordinators in other business units.
- Integrating Government and Information Commissioner guidance, policies, and codes of practice
- Providing support to the SRI for Information Governance related issues.
- Providing any other Information Governance related duties and tasks.

2.4 Service Managers as Departmental Data Protection Representatives

Service managers act as 'Data Protection Representatives' and Information Asset owners (IAOs) for their respective departments. They are responsible for data protection matters in their department and ensuring that their information assets are accessed, handled and managed appropriately. They may identify officers in their area to assist with ensuring compliance with the Freedom of Information Act, Environmental Information Regulations and Data Protection Legislation.

They ensure that information assets are properly protected, that risks are appropriately identified and managed and that their value to the organisation is fully realised.

This includes ensuring that:

- Any data held in that department is secure and all reasonable steps are taken to ensure that there is no access to it by any unauthorised persons.
- Personal data is not being passed to other departments in contravention of current data protection legislation.
- External transfers of data are carried out securely, documented, logged and that the Information manager is aware of them.
- Personal data is not being used for purposes other than specified when it was collected, except where allowed or required by law.
- Any new members of staff who will handle personal data, undertake Data Protection Awareness training on joining the department.
- Forms collecting personal data contain relevant privacy statements.
- Superfluous personal data is not being collected or held.
- Data held is accurate.
- The Information Manager is aware of all systems that contain personal data.
- Departmental procedures relating to data protection matters are maintained and followed by staff.

Full duties are detailed in the Departmental Representatives Roles and Responsibilities. This document can be found on the Council's Intranet.

2.5 All staff

All staff must be aware of and follow procedures ensuring correct data processing and security. Staff must be able to identify and follow procedures for responding to information requests relating to their work as part of their day- to-day function. This includes how to deal with information requests under the Freedom of Information

Act and the Environmental Information Regulations and requests relating to Individual's Rights as defined by data protection legislation.

2.6 Legal Services

The Legal Services Team will provide expert legal opinion relating to information governance matters to the Information Manager where required.

2.7 ICT

The ICT department is responsible for technical security and management of the Council's technology infrastructure including device policy. They are also responsible for technical security advice, including areas such as PSN Code of Connection, PCIDSS and as key decision makers regarding procurement and implementation of new systems plus the storage of Council data, whether locally or on a cloud solution.

The ICT department should monitor all system development is consistent with ICT policies and strategy and recognise instances where Data Protection Legislation should be considered in development or implementation of systems and notify the Information Manger accordingly. ICT act to improve control over the way systems are tested, procured, and implemented.

2.8 Committees and Elected Members

Cabinet and Full Council are the lead elected member bodies responsible for decision making in respect of Council policies. In the event that this policy is to be amended it will be referred to Cabinet for approval before implementation. The Head of Law and Governance is authorised to adopt any supporting policies, and guidance, deemed necessary to support the principles set out in this policy.

Elected members also have a role in following the procedures laid down by this, and other Information Governance related policies when processing information on behalf of the Council.

3. Key Legislation, Policies and Guidance

3.1 Key Policies

The key policies under the IG framework are:

- The Data Protection Policy
- Records Management Policy
- Freedom of Information Policy
- External Data Transfers Policy

These policies are supported by separate guidance documents. Outputs will be produced from use of these standards and templates, for example privacy assessments, awareness guides and training material

3.2 Key Legislation

- Data Protection Act 2018
- UK General Data Protection Regulation
- Computer Misuse Act 1990

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Private and Electronic Communications Regulations 2003
- Human Rights Act 1998
- Copyrights, Designs and Patents Act 1988

This list is not exhaustive.

3.3 Key internal guidance

- Data Protection Operational Guidance
- Departmental Data Protection Representatives Guidance
- Data Breach plan / procedure

This list is not exhaustive.

4. Compliance with legislation and other mandatory standards

4.1 Overview

The council is committed to continuously improving the way it responds to requests for information under statutory access regimes, including the Freedom of Information Act 2000, the Data Protection Act 2018, the UK General Data Protection Regulation, and the Environmental Information Regulations 2004. Compliance, however, is reliant upon proper management of the council's information, which needs to be managed, secure and easily located. The council regards all identifiable personal information relating to individuals as confidential (except where national policy on accountability and openness requires otherwise). The council complies with the Data Protection Act, UK General Data Protection Regulation, the Freedom of Information Act, and the common law of confidentiality.

4.2 Freedom of Information

The Freedom of Information Act 2000 (FOIA) provides the public a general right of access to information held by the council. When a valid request for information is made, the council must provide a response within 20 working days. If the council holds a record of the information on any system (even backup systems and off-site storage archives) then the council must either provide the requestor with the information, or must state which exemption has been applied. Delivering this right of access efficiently to the public can only be achieved with efficient, well managed records management systems.

Further guidance may be found in the Council's Freedom of Information Policy.

4.3 Environmental Information Regulations

The Council is legally bound to deal with requests for information that are covered by the Environmental Information Regulations 2004 (EIR). Environmental information covers information on the state of the environment, such as air, water, soil, land, flora and fauna and diversity and will also include information on genetically modified organisms. In addition, information on emissions and discharges, noise, energy, radiation, waste, and other such substances; measures and activities such as policies, plans, and agreements; reports, cost benefit and economic analyses are included. The state of human health and safety, contamination of the food chain; cultural sites and built structures as they may be affected by environmental factors, will also be considered environmental

information. The EIR are aligned with FOIA in many ways. Therefore, both sets of regulations are dealt with under the same process. The key to this process is that: a response to all requests for information must be provided within 20 working days. Information can only be withheld when allowed (or required) to do so by specific exceptions granted to us by law.

4.4 Data Protection Act 2018 and the UK General Data Protection Regulation

The Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR) requires all organisations that handle personal information to comply with six data protection principles including in relation to privacy and disclosure. These principles relate to the: lawfulness, fairness, and transparency; purpose limitation; data minimisation; accuracy; storage limitation and; integrity and confidentiality.

The council will maintain a Data Protection Policy which also references the handling of individual's rights. Information relating to individuals' rights and forms for requesting information must be made available on the Council's public website.

4.5 Local Government (Records) Act 1962

The Local Government (Records) Act 1962 gave local authorities limited discretionary powers to hold their records in local archives. In particular the Act states that: 'A local authority may do all such things as appear to it necessary or expedient for enabling adequate use to be made of records under its control'.

4.6 Local Government Act 1972

The Local Government Act 1972 set out the basic requirement for local authorities to 'make proper arrangements' to keep good records.

4.7 Lord Chancellor's Code of Practice for Records Management

The Secretary of State published a Code of Practice for records management in 2021 as a supplement to the Freedom of Information Act (mentioned above) that all public bodies should follow. To meet these good practice recommendations, the ICO advises that 'Authorities should have in place a records management policy covering information security, records retention, destruction and archive policies, and data protection (including data sharing) policies.'

5. Open Information and Transparency

5.1 Overview

The council will promote open information. The council will maintain a culture where there is an open, public approach to most data the council holds unless there are legal restrictions from doing this.

5.2 Publication scheme

The Publication Scheme provides a listing of documents routinely requested by the public. It is organised into 'classes' of information that are easy to understand. The Publication Scheme is produced from documents routinely published by the Council.

5.3 Re-use of information

The Re-use of Public Sector Information Regulations 2015 implement the European Directive (2013/37/EU) on the re-use of information. The focus of the Regulations is on re-use rather than access. The Regulations require the council to ensure that a list of significant documents available for re-use is made available to

the public, preferably by electronic means and, as far as reasonably practicably, with an electronic search capability. However, the Regulations do not provide access to the information itself. Requests for access to information will still be dealt with under the FOIA, DPA, UKGDPR, EIR and numerous other information access provisions.

5.4 Privacy Notices

The UKGDPR sets out an obligation on data controllers to ensure that the individuals whose data it is processing understand what data is being processed (including the legal basis for this processing), who the council is sharing it with (both within and outside the organisation), how long we will keep it for and their right to complain to the Information Commissioner's Office (ICO). This is known as 'the right to be informed.' The UKGDPR is explicit in what must be included in the privacy notice and to ensure that we are compliant, the council has adopted a layered privacy notice approach. The council holds privacy notices for all areas of the Council that process personal data on its website. From here individual's are able to access service specific privacy notices.

5.5 Open Data / Transparency (The Local Government Transparency Code 2015)

The Code requires local authorities in England to publish information related to the specified themes. These relevant information sets are published on the Council's website.

5.6 Commitment to information security and confidentiality

This covers both physical and electronic assets.

The council is committed to preserving the confidentiality, integrity, and availability of all the physical and electronic information assets throughout the Council. The framework of security policies is intended to be an enabling mechanism for information sharing, electronic operations, and reducing information-related risks to acceptable levels. In particular, business continuity and contingency plans, data back-up procedures, avoidance of viruses and hackers, access control to systems and information security incident reporting are fundamental to the success of this policy.

6. Information assurance measures

6.1 Overview

Information assurance describes the measures that are in place to ensure that the council meets the requirements for good information governance. This section describes how the roles and governance arrangements will operate to ensure that this is achieved.

6.2 Reports on information governance

The Senior Responsible Individual will receive reports that relate to information governance and data security as appropriate. These reports will include:

- The Council's progress on Freedom of Information requests including how many of these were returned within the statutory deadline. (also sent to Leadership Team)
- Statistics relating to subject access requests.
- Reports on the number and nature of data breaches
- Any other report as required by the SRI.

These will be submitted by the Information Manager.

6.3 Awareness of information governance matters

The Information Manager will ensure that there is an ongoing mechanism for maintaining good awareness of information governance matters. This will comprise:

- a) Updated information on the council's intranet
- b) Promoting and implementing Data Protection training
- c) Attending Departmental Team meetings or individual meetings with Service Managers where appropriate
- d) Training specific groups of staff within specialist areas
- e) Ongoing IG / Data Protection departmental audits

6.4 Raising of risks as appropriate by the Information Manager

The Information Manager will raise risks related to information governance and report these as appropriate:

- a) The Information Manager will determine when risks are to be escalated to the Senior Responsible Individual and will prepare reports when necessary.
- b) The Information Manager will respond to data security incidents as they arise and manage a process of improvement through the relevant departmental managers.
- c) The Information Manager has corporate responsibility for access to information requests and information complaints and will determine the processing of these in accordance with the council's responsibilities for records management.
- d) The Information Assistant has day-to-day responsibility for Freedom of Information requests and to ensure that such requests are managed and processed according to the Council's responsibilities.

7. Records Management

7.1 Overview

The council will maintain a records management policy which sets out a corporate policy for the management of records within the Council to ensure compliance with all relevant legislation including the Local Government Act 1972, Data Protection Act 2018, the UKGDPR and the Freedom of Information Act 2000. The policy will define roles and responsibilities and sets out the standards of corporate records management.

7.2 Records Retention Schedule

A Corporate Records Retention Schedule will be maintained.

The retention schedule sets how long records need to be retained before they are destroyed. The Council's retention schedule is built with consideration to the Limitation Act and legislation relevant to each department. Changes to these retention periods will be approved between service areas, the Information Manager and Legal Services where required. The retention schedule will be updated routinely by the Information Manager in conjunction with service managers.

7.3 Information sharing protocols

An overarching Information Sharing Protocol has been prepared to provide a framework of trust between services in Staffordshire. This framework focuses on the way personal and other information is shared. This is essential to enable public sector agencies to meet both their statutory obligations and the needs and expectations of the people they serve.

More localised / specific Information Sharing Agreements will be prepared to describe the security arrangements and data handling procedures for any information sharing that will take place. All local Information Sharing Agreements should be quality assured by the Information Manager.

8. Training and guidance

8.1 Data protection training for all staff that deal with personal information will be mandatory at induction and periodically thereafter, usually on an annual basis.

8.2 Agency, voluntary and other staff with access to Council systems and data will be required to undertake the training in line with requirements of other staff.

8.3 Training compliance will be monitored by the Information Manager and Service Managers.

8.4 Awareness sessions will be given to staff as required at team meetings or other events.

8.5 Regular reminders regarding information governance topics will be made through staff news, emails, and corporate and local team briefings.

9. Incidents and Reporting

All incidents (primarily data protection breaches) must be reported to the Information Manager in line with the council's Data Protection Policy. It is the duty of all council staff and all other users of council equipment to immediately report any actual or suspected breaches in information security.

10. Policy Compliance

All employees are expected to serve the council and implement its policies to the highest standards as described in the Code of Conduct. If any user is found to have breached this policy, they may be subject to the council's disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s). Any member of staff that does not understand the implications of this policy or how it may apply must seek advice from the Information Manager or their line manager.

Network Infrastructure Replacement

Committee:	Cabinet
Date of Meeting:	25 April 2024
Report of:	Head of Transformation & Assurance
Portfolio:	Resources and Transformation

1 Purpose of Report

- 1.1 To seek Members' approval to purchase replacement network infrastructure equipment.
- 1.2 To seek approval to move resources into the Capital programme from the IT Reserve to fund the replacement of the infrastructure.

2 Recommendations

That Cabinet:

- 2.1 Recommend to Council the moving of £243,410 into the revenue budget to be funded from reserves for the purchase of new network infrastructure equipment.
- 2.2 Approve the spend of £243,410 on the procurement of updated network equipment to ensure the ongoing security of the Council's IT infrastructure.

Reasons for Recommendations

- 2.3 The network infrastructure equipment needs to be replaced as a priority to prevent a failure which would disrupt service delivery and have an impact on customers.

3 Key Issues

- 3.1 The Council has an ageing infrastructure which needs to be replaced as a priority to avoid a network failure and ensure ongoing service delivery.
- 3.2 It is proposed to replace the equipment in 2024/25 and to establish a rolling refresh programme for ongoing replacements every 8-10 years.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priority 4: Responsible Council and contributes to "Making the best use of our assets".
- 4.2 Technology also supports the delivery of the Council's other three priorities and the operational delivery of all services.

5 Report Detail

- 5.1 Historically there has been no provision in the technology strategy for day-to-day housekeeping and maintenance of assets. Custom and practise has been to

retain assets for as long as possible and only to replace when essential to do so. The current network infrastructure is approximately 17 years old and is now frequently failing under the workload.

- 5.2 There is a growing demand on the network since the pandemic; this increased pressure on the existing infrastructure and the growing use of cloud-based solutions needs investment. The infrastructure underpins all IT activities and investment in the network is essential to keep systems and services operational.
- 5.3 Furthermore, work is required to strengthen the network infrastructure before we can start any development work on any major shared services transformation that may be required.
- 5.4 The key element of the network that needs to be replaced is the switches. A network switch has an average lifespan of between five and ten years. Factors such as repeated power failures and surges may shorten this timeframe. The switches on site were installed in 2009 making them 14+ years old.
- 5.5 To improve the network for all users and the business we are looking to replace network equipment accordingly with new more modern core and perimeter switches. The replacement equipment will mean a more reliable, stable network to enable us to digitally transform the Council.
- 5.6 Currently we have the following equipment:

Current	Quantity
Core Switches	6
Perimeter switches (mixed)	26

- 5.7 Due to hybrid working and the accommodation rationalisation work we no longer require as much equipment as previously purchased. Based on the current floor plans and desk numbers provided, we propose to replace them with the numbers set out below:

Proposed	Quantity
Core Switches	3
Perimeter switches (48 port)	12

The provision of 'wireless-only' bookable desk areas will further reduce the reliance on hardware in the future.

- 5.8 We rely heavily on our network, whether for local LAN networking, wireless or internet usage. A switch failure can disrupt the delivery of services, impacting our customers and costing the Council time and money.
- 5.9 To minimise disruption to the delivery of services, the work to replace the switches will need to be undertaken outside of normal working hours. It will be carefully planned around business needs and priorities.

- 5.10 In addition to the network switches, the servers that allows the creation of virtual machines (VM), known as ESXi host or RDS boxes also need to be replaced. These VMs run user desktops and application software. Our current ESXi hosts are out of support in January 2025 and will pose a security threat if not replaced with a supported replacement.
- 5.11 1 host can support multiple VMs and more than one host (cluster) gives us high availability and load balancing to help with performance.
- 5.12 We currently have 4 ESXi hosts. However, recent upgrades to the operating systems on our server estate and the introduction of VPN connection means we can reduce this to just 3 hosts.
- 5.13 After speaking to our current suppliers and reviewing the requirements it is proposed to use the same type of equipment at both sites. This will provide for easier management and less ongoing cost as upgrades and patching are included in the purchase price.
- 5.14 The costs for replacing the network infrastructure equipment are set out below:

Item	Cost per Item	No of Items	Total Cost
Core Switch (incl. licenses and power supply)	£27,275	3	£81,825
Perimeter Switch (incl. licenses and power supply)	£6,744	12	£80,928
ESXi Host including support	£19,511	3	£58,533
Contingency for price increases etc			£22,124
TOTAL			£243,410

- 5.15 The cost and lead times for network equipment delivery are ever-increasing and reconditioned equipment is also becoming increasingly more expensive. A contingency of 10% has been included to cover any potential price increases.

6 Implications

6.1 Financial

The report sets out a requirement for £243,410. In respect of funding there is a specific IT reserve which has a balance of approximately £154,000. This leaves a balance of £89,410. Due to the urgent nature of the replacements required the balance will be funded by a review and reallocation of earmarked reserve balances held.

This will leave no IT reserve for the Council going forwards.

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

There is a risk of a catastrophic network failure at the Council which would have an impact on service delivery and could in turn create a risk to the integrity of our data and network.

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

None

8 Previous Consideration

None

9 Background Papers

None

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Telephone Number: 01785 619 238

Report Track: Cabinet: 25 April 2024
Council: 22 May 2024

Key Decision: No

Senior Manager Restructure

Committee:	Cabinet
Date of Meeting:	25 April 2024
Report of:	Chief Executive
Portfolio:	The Leader of the Council

1 Purpose of Report

- 1.1 This report sets out the new joint senior management structure and seeks approval of the redundancy and actuarial strain costs associated with implementing this.

2 Reason(s) for Appendix 4 being 'Not for Publication'

- 2.1 In accordance with the provisions of Schedule 12A of the Local Government Act 1972 (as amended), Appendix 4 of the report is considered 'not for publication' under the following categories of exemption:
- Exempt Paragraph 1 – Information relating to any individual.
 - Exempt Paragraph 2 – Information which is likely to reveal the identity of an individual.
 - Exempt Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the Council).

3 Recommendations

- 3.1 Cabinet is asked to note the new joint senior management structure set out in Appendix 2 and the new pay and grading for these posts set out in Appendix 3.
- 3.2 Cabinet is asked to approve the redundancy and actuarial strains costs set out in Appendix 4. The costs are to be shared with Stafford Borough Council (CCDC 51% : SBC 49%).
- 3.3 Cabinet is asked to note the net saving of £178,000 which will be shared with Stafford Borough Council (CCDC 51% : SBC 49%)

Reasons for Recommendations

- 3.4 The new pay, grading, terms and conditions provide a framework for the combined service manager tier as part of the shared services arrangements with Stafford Borough Council. This follows on from the creation of a joint Leadership Team and is the next step in bringing the services and teams together. There has been an overall reduction of six managers in the new structure; four of these have been achieved through the deletion of vacant posts and two have been achieved through a selection process resulting in two officers being made redundant. However, part of the saving has been used to create three new team leader posts

to support some of the areas where there has been a reduction in management roles.

- 3.5 The creation of a new pay and grading model and terms and conditions supports the alignment of managers as part of the new shared management team.

4 Key Issues

- 4.1 Following the decision to extend the sharing of services with Stafford Borough Council a joint Leadership Team was established in April 2023. The restructure of the service manager tier is the next step in this process and needs to be completed to allow for the services and teams to be brought together and the transformation work to progress.
- 4.2 The new service manager structure set out in Appendix 2 has been designed to deliver savings, create capacity, increase resilience and focus on the Council's priorities. There is an overall reduction of six manager posts, though some of the funds have been earmarked to create three new team leader posts to support the new broader manager roles.
- 4.3 In order to implement the new structure, two redundancies are necessary. The redundancy and actuarial strains costs set out in Appendix 4. These costs will be shared with Stafford Borough Council and will be met from reserves.
- 4.4 A new pay and grading model, set out in Appendix 3, is to be put in place for the service manager structure. In addition, changes to terms and conditions, in line with those for Chief Officers, have been agreed.
- 4.5 A consultation process has been undertaken with the Trade Unions and the employees affected by the changes.
- 4.6 The new service manager structure is due to be implemented with effect from 1 June 2024.

5 Relationship to Corporate Priorities

- 5.1 The creation of a shared senior management structure will support the delivery of all of the Council's priorities.

6 Report Detail

- 6.1 The Council took the decision in December 2022, to extend the sharing of services with Stafford Borough Council.
- 6.2 Following this decision, a joint Leadership Team was created and this came into effect in April 2023. Having now had time to consider both Councils needs going forward, a restructure of the senior management tier has been undertaken. This will be a key enabler to bringing the services and teams together and progressing the transformation process.
- 6.3 The shared services business case was based on the delivery of savings and the opportunity to create capacity and resilience. The joint Leadership Team structure sought to achieve a balance on this and a similar approach has been adopted for

the manager structure. It has however been necessary to focus more on resilience and capacity at this tier due to a number of capacity and service delivery issues.

- 6.4 The shared services business case also acknowledged that the approach to pay and grading between the Councils is different and in time we would consider aligning pay, terms, and conditions. The restructure of the service manager tier has given an opportunity to do this.

Current Service Management Structure and Pay & Grading

- 6.5 There are currently a total of 33 service manager posts in scope for both Councils. This comprises 19 for CCDC (which includes 4 funded from the Housing Revenue Account) and 14 at SBC. The current structure is attached at Appendix 1.
- 6.6 A number of the manager posts are already shared across the two Councils as a result of the 1st phase of shared services in 2011. There are 3 such posts at SBC and 5 at CCDC.
- 6.7 Each Council has its own job evaluation scheme and a slightly different approach to pay and grading which is noticeable in the grading of managers. Cannock Chase has a maximum salary for managers of £51,515 and Stafford's is £55,316.

New Service Manager Structure

- 6.8 The intention of the new management structure is to deliver savings as well as creating resilience and capacity. In approaching the new structure, we have identified opportunities where reductions may be made as we integrate services and in other areas, it has been about designing a structure to deliver priority services, which have previously been under-resourced at the manager level.
- 6.9 The shared services business case was based on delivering an estimated saving of 8% of salary costs. Based on the current cost of service managers, this equates to a saving of approximately £166,500.
- 6.10 As referred to earlier, there are already 8 shared manager posts across the two Councils. These posts have been included within the scope of the restructure, to allow for a full consideration of the duties of the roles and the grading of them, but further savings will not be achieved from these as a reduction in the number of posts has already been delivered.
- 6.11 The 4 HRA funded managers posts are not directly affected by the decision to share services and sit outside the scope of the manager restructure; the posts will however, be affected by the changes proposed to pay and grades. For the purposes of the calculations set out in this report, these 4 posts have been excluded from the costings as they will be met by the HRA rather than the General Fund.
- 6.12 The new service manager structure is set out in Appendix 2.
- 6.13 The new structure provides for the bringing together of the majority of services under a single manager. However, it is proposed to defer the bringing together of a small number of services due to current capacity issues and statutory timelines for key pieces of work (completion of the local plan). The services affected are Development Management, Planning Policy and Corporate Assets. These services will be the subject of a restructure in the future.

- 6.14 The structure also delivers new and redesigned roles in a number of priority service areas; this has been achieved by using a number of managers posts which are currently vacant.
- 6.15 Overall, there is a reduction of six manager posts but the funding from three of these is being reserved to create team leader posts to support the new broader manager roles.
- 6.16 Of the six posts deleted, four are currently vacant and this has reduced, but not completely eliminated, the need for redundancies in creating the new structure. There are two redundancies which have arisen due to proposals in two areas to reduce from two Service Managers down to one. These proposals have placed a total of four individuals at risk of redundancy. Consultation on these proposals has resulted in a ring-fenced selection for two individuals in each option. In the case of one of the proposals, one of those at risk indicated that they did not wish to compete for the combined role and would therefore accept the redundancy terms. For the other proposal, a selection process has been followed, resulting in a further redundancy.
- 6.17 The manager tier structure is likely to evolve further over the next 2-3 years as the wider sharing of services embeds and transformation work is completed.

Proposals for Pay and Grading

- 6.18 Alongside reviewing the manager structure, pay & grading for the service manager tier has also been considered. The shared services business case identified that it would not be practical to consider aligning pay, terms and conditions across the entire workforce at the outset and that this should be reviewed later. However, the restructuring of the manager tier presents an early opportunity to address the pay & grading differences and recognise that service managers will play a key role in supporting the bringing together of teams and the wider transformation of services.
- 6.19 Recruitment to a number of key professional roles across the Councils has also proved to be challenging over the last few years particularly in respect of the salary we offer so a review of pay in this context would also be beneficial.
- 6.20 All of the costings that follow are based on salaries only and do not include on-costs, unless stated otherwise.
- 6.21 Two main options have been considered with regard to a new pay & grading model:
- (i) Option 1 - equalising the pay grades for the two Councils; and
 - (ii) Option 2 - Creation of a new pay structure for both Councils including an extension beyond Stafford Borough Council's additional pay grade.
- 6.22 Option 1 was limited in its benefits. Whilst addressing the issue of pay parity, it doesn't address the problems that the Councils are facing in recruiting experienced managers as the salaries are still considered to be below the market average. Furthermore, it doesn't address the other differences in terms and conditions across the two Councils.

- 6.23 Option 2, the creation of an additional pay grade would:
- (i) recognise the additional breadth and influence of some of the roles in the new structure; and.
 - (ii) make the pay grades for service managers more competitive/comparable with other Councils - this would reduce the risk of us losing experienced officers and assist in attracting new officers.
- 6.24 Option 2 has been progressed as the preferred option. This has been done outside of the current green book pay grading model and established as a new pay grade structure for service managers. This removes the need to open up both Council's existing single status agreements for Green Book employees and it creates an aligned and transparent pay structure for all managers.
- 6.25 The new pay model has 3 pay bands and is set out in Appendix 3 and the current pay model is shown for comparison purposes. The model makes modest increases to existing pay bands but creates headroom for managers at both Councils.
- 6.26 The model is based on the approach used for the new Chief Officer terms and conditions and sees the removal of essential car user allowance payments with the value of these being included in the salary package. Service Managers will be removed from the flexi-time scheme but this will be in part off-set by a small increase in annual leave to bring them in line with the arrangements for Chief Officers.
- 6.27 Whilst the same approach to the salary package for Chief Officers has been used, service managers will remain on Green Book Terms & Conditions, with a local agreement to cover any negotiated changes to current local agreement such as those in respect of annual leave/flexi leave / car user allowances.
- 6.28 The Hay Evaluation scheme has been used to evaluate grades of all posts in the new structure. This is an internationally recognised job evaluation model which is used to map out job roles in the context of the organisational structure. This has provided consistency in approach across the two Councils and a level of independence as West Midlands Employers has undertaken this exercise.
- 6.29 The cost of the new pay model will be met from the savings arising from the reductions in the number of managers posts. It is estimated that Option 2 will deliver a net saving of £178,000 which is slightly more than the target of £166,500. Further savings will be delivered as the structure evolves further in the next few years.
- 6.30 The savings figure takes into account pay protection for existing managers affected by the proposals, but not others who are likely to be affected. Cash protection will apply for a maximum of 3 years in accordance with Council policy. The net savings figure also takes into account the cost of creating additional team leader posts where this is necessary following a reduction in service manager posts.
- 6.31 In 2024/25 only, £50k of the savings are to be set aside to fund a temporary project manager to support the Land Charges Service with the procurement of a new IT system and the transfer of the service to the Land Registry.

- 6.32 The costs of the new management tier will be shared in proportion to the respective management costs for each Council currently (except for those manager posts which are Council specific - this will include the 4 HRA funded posts at CCDC) - CCDC 51% : SBC 49%).
- 6.33 Redundancy costs and actuarial strain will also be shared between the 2 Councils in proportion to the respective management costs for each Council (excluding the HRA funded posts at CCDC) and will be met from reserves - CCDC 51% : SBC 49%.
- 6.34 A formal consultation process has been followed, in accordance with the Councils' restructure and redundancy policies, with the managers affected and Trade Unions.
- 6.35 The new service manager structure is due to be implemented with effect from 1 June 2024.
- 6.36 Once the service manager structure has been implemented, work will commence on bringing the teams together, where appropriate, and completing the TUPE transfer of staff.

Team Leaders and Senior Professional Officers

- 6.37 Whilst the focus at this stage is primarily on the manager structure, the new pay & grading structure will impact on the tier immediately below.
- 6.38 Team Leaders or senior professional/technical posts will be the default next tier below service managers. The proposals for the pay and grading of managers will set a "cap" at a maximum of spinal column point (scp) 40 which is just below the starting point for the proposed new service manager grades.
- 6.39 There are a small number of posts affected by the new pay model and the introduction of cap at scp 40. These changes will not come into immediate effect and will be subject to a review of the roles affected and a separate consultation exercise. Pay protection, for a maximum of 3 years, will apply to the posts affected.

7 Implications

7.1 Financial

The proposal above will result in a net saving to the council of £178k per annum going forwards. This will be counted towards the savings programme figure for shared services. For 2024/25 only, £50k of the saving will be allocated to fund a project manager for the land charges project. This will reduce the in year saving for 2024/25. The redundancy and actuarial strain costs will be funded from balances.

7.2 Legal

The Chief Executive has authority to approve management structures below Head of Service level and determine new terms and conditions of employment where agreement can be reached with the recognised trade unions. Cabinet approval is required for any redundancy where the payment of actuarial strain is a consideration.

7.3 Human Resources

The redundancy process followed has been in line with corporate policy and the redundancy costs incurred following this process are in line with the existing shared policy. Payments are made in line with statutory redundancy weeks and a discretionary multiplier (three times statutory weeks) is then applied, with a cap at a maximum 70-week payment.

In addition, where an employee is made redundant and they have over 3 years' service with the Council and are aged 55 or over, they will be granted immediate access to unreduced pension benefits accrued up to the date of their redundancy. The costs associated with early release of unreduced benefits are then passed on to the employer through actuarial strain costs.

7.4 Risk Management

None

7.5 Equalities and Diversity

None

7.6 Health

None

7.7 Climate Change

None

8 Appendices

Appendix 1 - Current Service Manager Structure

Appendix 2 - Proposed Service Manager Structure

Appendix 3 - Current and Proposed Pay & Grading Model for Service Managers

Appendix 4 - CONFIDENTIAL - Costs of Redundancy and Actuarial Strain

9 Previous Consideration

None

10 Background Papers

None

Contact Officer: Judith Aupers, Head of Transformation & Assurance

Telephone Number: 4411

Report Track: Cabinet 25/4/2024 (Only)

Key Decision: No.

Service Manager Restructure - Current Structure Chart

Head of Economic Development & Prosperity	Head of Operations	Head of Regulatory Services	Head of Wellbeing	Head of Housing & Corporate Assets	Head of Law & Governance	Head of Transformation & Assurance	Deputy Chief Executive Resources
Economic Development x 2	Parks & Open Spaces (CCDC)	Environmental Health x 2	CCTV & Partnerships (CCDC)	Corporate Assets Manager x 2	Legal Services (Shared)	Audit & Risk (Shared)	Chief Accountant x 2 (Shared)
Development Management (SBC)	Waste & Engineering Services (CCDC)	Building Control (Shared)	Corporate Business & Partnerships (SBC)	Housing Property Services (CCDC)	Democratic & Electoral Services x 2	Technology (Shared)	Local Taxation & Benefits Manager (Shared)
Policy Planning (SBC)	Group Manager - Neighbourhoods (SBC)		Health & Housing (SBC)	Housing Maintenance (CCDC)		Human Resources (Shared)	
Planning and Policy (CCDC)				Tenancy Services (CCDC)		Communications x 2	
				Strategic Housing (CCDC)		Customer Services x 2	

Service Manager Restructure - New Structure Chart

Head of Economic Development & Prosperity	Head of Operations	Head of Regulatory Services	Head of Wellbeing	Head of Housing & Corporate Assets	Head of Law & Governance	Head of Transformation & Assurance	Deputy Chief Executive - Resources
Economic Development & Regeneration	Countryside & Open Spaces	Environmental Health	Strategic Housing & Homelessness	Corporate Assets Manager (CCDC)	Legal Services	Chief Internal Auditor & Risk Manager	Deputy S151 Officer
Development Management (SBC)	Streetscene	Building Control & Climate Change	Community Safety & Partnerships	Corporate Assets Manager (SBC)	Democratic and Corporate Services	Technology	Local Taxation & Benefits Manager
Planning Policy (SBC)	Waste & Commercial Services		Housing Assistance, Health & Leisure	Housing Property Services (CCDC)		Human Resources	
Development and Policy (CCDC)				Housing Maintenance (CCDC)		Communications	
				Tenancy Services (CCDC)		Customer Services	
				Strategic Housing (CCDC)			

Service Manager Restructure - Pay & Grading Model

Current Pay & Grading						New Pay & Grading	
CCDC Grade	SBC Grade	SCP	Salary	Car Allowance	Total	Proposed Grade	Proposed Salary
K	K	39	£47,420	£963	£48,383		
K	K/L	40	£48,474	£963	£49,437		
K	L	41	£49,498	£963	£50,461	SM1	£51,000
K	L	42	£50,512	£963	£51,475	SM1	£52,000
K	L/M	43	£51,515	£963	£52,478	SM1	£53,000
	M	44	£52,779	£963	£53,742	SM2	£54,000
	M	45	£54,048	£963	£55,011	SM2	£55,500
	M	46	£55,316	£963	£56,279	SM2	£57,000
						SM3	£58,000
						SM3	£59,500
						SM3	£61,000