

RECORD OF DECISION MADE BY CHIEF EXECUTIVE

<p>This form must be completed by or on behalf of the relevant Officer immediately after any decision has been made and sent to the Proper Officer for publication in accordance with the Council's Constitution.</p>	
SUBJECT	Planning Support Employment decision
DECISION TAKEN	<p>That Maidstone be chosen as the employer for the Planning Support Shared Service (Mid Kent Planning Support).</p> <p>That existing planning support staff be transferred to Maidstone Borough Council as their employer.</p> <p>That the principles agreed in the ICT Collaboration Agreement for the management of the risks arising from taking on additional staff be used as part of the Planning Support Collaboration Agreement to manage the risks of staff transferring to Maidstone.</p>
STATUS OF ISSUE	Public
SUMMARY OF REASONS FOR DECISION	<p>Having a single employer for the shared service will deliver significant benefits</p> <p>The service will be located at Maidstone and line managed at Maidstone</p>
BACKGROUND	<p>Choosing a single employer for the Planning Support Shared Service will deliver the significant benefit of providing one clear reporting line for the service. This will ensure that the budget for the service is in one place and that all staff will be treated equally in relation to training opportunities, equipment provided, etc.</p> <p>Currently, the staff impacted by entering a shared service are split across three employers, each with its own appraisal system, corporate requirements, and policies, which is a significantly inefficient environment for managing staff.</p> <p>One of the aims of a shared service is to bring the staff together as a single service providing to its three customers equally. Bringing the staff together rather than remaining with their current employers enables a single culture for Mid Kent to be more easily embedded.</p> <p>As the service will be located in Maidstone and the Mid Kent Planning Support Team will be line managed through the Maidstone structure, it is recommended that Maidstone be chosen as the employer for the service.</p> <p>Following transfer it will be necessary to review the staffing requirements for delivering the new requirements of a remote shared service. The three authorities also provide different levels of service and functions for their planning authorities. In order to achieve the key benefit of resilience staff will have to cover each other within the team, and this will involve staff picking up new technical skills and taking on additional responsibilities.</p> <p>Staff have been consulted on the changes and proposals to planning support, with the consultation ending on 12 February 2014. The consultation was carried out on the basis that Maidstone would be agreed as the employer for the service.</p>

	<p>Because of this the consultation for TUPE took place at the same time as the re-structure consultation.</p> <p>Depending on the outcome of the transfer of staff as it relates to individuals, it is estimated that Maidstone will become the employer for approximately 20 additional staff, with an approximate extra salary cost of £530k, which will be funded by Swale and Tunbridge Wells through the shared service arrangements.</p>	
DETAILS OF ALTERNATIVES OPTIONS CONSIDERED AND REJECTED	It could be decided to retain staff with their existing employers, but this is not recommended for the reasons outlined above.	
DETAILS OF ANY CONSULTATION UNDERTAKEN	Staff have been formally consulted on the changes in accordance with HR procedures.	
DETAILS OF ANY CONFLICTS OF INTERESTS	None.	
CONTACT FOR ENQUIRIES/FURTHER INFORMATION	<p>Ryan O'Connell – Mid Kent Planning Support Manager – 01622 602 503 / 07713 089 853</p> <p>Dena Smart – Head of HR Shared Service – 01622 602 712</p>	
<p>A copy of this Notice will be published on the Council's website (http://www.swale.gov.uk)</p> <p>The following documentation has been considered by the individual taking this decision and is relevant to the matter so shall also be made available for inspection by the public.</p> <p style="text-align: center;">▪</p>		
Officer taking the decision Name: Abdool Kara Title: Chief Executive		Date: 10 March 2014