

<b>Impact Assessment of: Financial Development Restructure 2009/10</b>
<b>Service/ Directorate: Financial Development / Resources</b>
<b>Date Completed: October 2008</b>
<b>Lead Officer: Mike Woods</b>

**Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service</b>
Mike Woods	Financial Development	Divisional Equality Rep.
Maureen Taylor	Financial Development	Chief Officer responsible for implementation of restructure

**Brief description of policy/ service:**

Financial Development encompasses a number of discrete financial support activities whose main purpose is to provide support to the Director of Resources in his capacity as Section 151 Officer. The sections include: Insurance, Taxation, Financial Planning, Capital, Treasury Management and Technical.

The proposed restructure has three main aims:

- **To bring together the capital and treasury management teams** - to better harness expertise and capacity, increase flexibility to cope with peaks and troughs and to give staff more opportunities to broaden experience and skills.
- **To introduce a new post on the insurance team** - to provide resources to operate the schools sickness insurance scheme which is due to transfer from Education Leeds in September 2008. In addition to the new post itself, revisions to the supervisory arrangements are required.
- **To introduce a number of career grade posts** - to provide consistency with the career grades introduced within the Financial Management structure and to give staff the opportunity for professional and career development in line with the needs of the service subject to clearly defined progression criteria.

**Brief account of how the impact assessment was carried out:**

Desk top exercise involving relevant officers

**Brief description of any adverse affects found:**

None identified.

The restructure is unlikely to impact differently on different sections of the community or on community relations.

**Summary of Actions arising from Assessment**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
Layout of office and seating arrangements may need changing to accommodate new working arrangements. "Reasonable adjustments" may need revisiting for any disabled staff	Chief Officer (Financial Development) and section heads	When restructure is agreed and implemented
DSE assessments may be needed for any staff changing location/seating arrangements	Section heads	When restructure implemented
Progress of the restructure should continue to be communicated to staff in a timely manner	Chief Officer with support from section heads	As restructure progresses
Outstanding queries and questions with regard to trade unions' proposals need to addressed	Chief Officer	Before final report submitted to Chief Officer (HR) Delegated Decision Panel
Provide further opportunities for comment should proposals change before implementation	Chief Officer	Before final approval of proposals

**Contacts for further information:**

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