



**General Purposes Committee**

**On 22 March 2011**

Report title: **Restructure of Haringey Payments Service**

Report of: **Director of Corporate Resources**

**Ward(s) affected:** All

**Report for:** Key Decision

**1. Purpose**

1.1 The Council has previously agreed a saving proposal resulting from the closure of the cashiers' service based at 247 High Road, Wood Green. Closure is now scheduled to take place by 3<sup>rd</sup> June 2011 and a reorganisation of the Haringey Payments Service is consequently required.

1.2 Members are asked to agree the proposed structure for the Haringey Payment Service and note the subsequent reductions in posts, to come into effect from June 2011.

**2. Recommendations**

2.1 That the Committee approve, subject to formal consultation, the proposed new structure for the Haringey Payments Service.

2.2 That the committee agrees to give delegated authority to the Director of Corporate Resources, in consultation with the chair of this committee, to make any amendments that may be agreed following the formal consultation process.

2.3 That the committee notes the timetable for implementation.

**Report authorised by: Julie Parker – Director of Corporate Resources**

*Julie Parker for the Director of Corporate Resources*

**Contact officer: Graham Oliver – Head of Finance- Accounting, Control & Income  
Telephone 020 8489 3725**

### **3. Executive Summary**

- 3.1 As part of the Council's agreed savings for 2011/12 approval has been given to the closure of the cash office at 247 High Road, Wood Green, with an agreed closure date of 3<sup>rd</sup> June 2011.
- 3.2 The Council will still require a back office cashiers' function to deal with all postal payments and therefore a reorganisation of the payments service is required.
- 3.3 The proposed new structure, which will be part of the new finance service, is contained in Appendix 1 and formal consultation on the proposals are expected to start on the 23<sup>rd</sup> March for 30 days.

### **4. Reasons for any change in policy or for new policy development (if applicable)**

- 4.1 None.

### **5. Local Government (Access to Information) Act 1985**

**The following background papers were used in the preparation of this report:**

## 6. The proposal in detail

The table below shows both the current and proposed number of posts:-

Position	Number of Posts in old structure	Number of Posts in new structure
Principle Cashier	1	0
Team Leader	2	0
Supervising Cashier	2	0
Cash Office Senior	0	1
Cashiers	7	3
Admin Assistant	1	0
<b>TOTAL</b>	<b>13</b>	<b>4</b>

Of the current 13 posts only 7 (principle cashier, team leaders, supervising cashiers and 2 cashiers) are filled by permanent staff, with the remaining 6 posts covered by agency staff, thus reducing the level of compulsory redundancy required as a result of the closure.

## 9. Next steps

An indicative timescale for the implementation of the proposed model is shown below.

Activity	Timescale
General Purposes Committee	22 March 2011
Formal Consultation	23 March 2011 – 21 April 2011
Recruitment	w/c 25 April 2011
Notification of interviews and notices issued	w/c 3 rd May 2011
Closure of 247 High Road	3 <sup>rd</sup> June 2011
New back office structure in place	6 <sup>th</sup> June 2011

## 10. Financial Implications

10.1 The finance service budget for 2011/12 includes the requirement for a saving of £120k to be made from the closure of the cashiers' office, which these proposals will bring about.

## 11. Recommendations

11.1 That the Committee approve, subject to formal consultation, the proposed new structure for the Haringey Payments Service.

11.2 That the committee agrees to give delegated authority to the Director of Corporate Resources, in consultation with the chair of this committee, to make any amends that may come out of the formal consultation process.

11.3 That the committee notes the timetable for implementation

## **12. Comments of the Head of Legal Services**

12.1 There are no specific legal implications concerning the model to be adopted by the Council for financial management functions. The proposals set out in this report are ones that fall within the remit of the Council's policies concerning organisational restructuring and redeployment in respect of the implications for staff employed by the Council.

12.2 Any final decision made on the proposals should take into account the outcome of statutory consultation under the provisions of Section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992 with the trades unions and the consultation with the employees affected by the proposals.

12.3 In coming to a final decision on the proposals the Committee should take due account of the Authority's public sector equalities duties. This will include the consideration of the completed Equalities Impact Assessment appended to the report.

12.4 The detailed arrangements for the selection arrangements for the posts within the new structure must comply with the Council's policies regarding restructuring. The position of employees displaced as a result of the selection processes should be considered under the Council's policies regarding redeployment and redundancy.

## **13. Appendices**

- Appendix 1 – Proposed cashiers structure

**PROPOSED HARINGEY PAYMENTS SERVICE STRUCTURE**



