

SALISBURY CITY COUNCIL

Subject : Finance Team Restructure outcome
Committee : Personnel Committee
Date : 26 July 2021
Author : Tracy Adams, HR Manager

1. Report Summary:

1.1. This report provides the outcome to the finance team restructure discussed in Personnel Committee on 9 November 2020.

2. Background:

2.1. Exempt Minutes of this Committee from 9 November 2020 show that it was resolved that City Clerk and HR Manager were to consult with staff on a proposed new Finance Team structure and either implement the new structure, or report issues to this committee, depending on the outcomes of that consultation.

3. Outcome of consultation:

- 3.1. A number of group and individual meetings took place between 4 December 2020 and 28 January 2021 to discuss the restructure. As a result of the consultation with staff members a new structure was trialled and implemented on 1 May 2021.
- 3.2. The Finance Team is now composed as follows:
- 3.2.1. Responsible Finance Officer (RFO) – Full Time- 37 hour per week –1 member of staff
 - 3.2.2. Senior Finance Officer – 60 hours per week divided between three members of staff.
 - 3.2.3. Finance Officer – 30 hours per week divided by three members of staff

4. The New Team

- 4.1. The Finance Manager has confirmed the new structure enables better allocation of work across the team. Since it was established in 2009, and following the asset transfer in 2017, the workload of the Finance Team has changed materially both in terms of quantity of transactions and activities for processing, as well as in the types of transactions and ways of accounting for these.
- 4.2. The City Council's responsibilities across the City have increased and this is reflected in turnover doubling from £3m to almost £6m. The Council is approaching an external threshold (a turnover of £6.5m) whereupon the Council will move from being classed as a smaller authority to one subject to the full legislation and external audit regime applicable to Unitary Councils, County Councils and many District Councils.
- 4.3. There has been an increase in officer working hours enabling the RFO to delegate tasks such as insurance responsibilities, direct debit journaling and transparency code duties. The outcome of the restructure and delegated tasks enables a more balanced workload with the opportunity for the RFO to allocate more time to strategic finance responsibilities. These include financial management and the

establishment of an Income and Expenditure account and balance sheet reporting mechanism, and VAT accounting and the bringing in house of the annual partial exemption calculation.

4.4. The cost of the salaries under the new structure of 3.4 FTE is £95,278, the old structure with a FTE of 3.08 was £91,642. This is a difference of £3,636. This is slightly lower than anticipated in the report considered by Committee in November 2020, this is due to the way the roles have been filled.

5. Recommendation:

5.1. It is recommended that the Committee note the successful outcome of the consultation and new Finance Team structure.

6. Wards Affected: All

7. Background papers:

8. Implications:

8.1. **Financial:** One member of staff will remain on pay protection, as per SCC policy, for 2 years.

8.2. **Legal:** Nil in relation to this report

8.3. **Personnel:** As shown in the policy

8.4. **Environmental Impact:** Nil in relation to this report

8.5. **Equalities Impact Statement:** This policy applies to all.