

Report to Joint Consultative and Safety Committee

Subject: Minor changes to Establishment agreed by Chair and trade unions outside formal full JCSC process.

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1. Purpose of the Report

This is an information item highlighting to the Committee, any minor changes to Establishment agreed by Chair and trade unions outside formal full JCSC process. Such minor changes will not have wide organisational impact and will have been authorised for implementation by the Chief Executive under delegated powers.

It is important to note that where such minor changes have been implemented, trade unions will still have been consulted locally. Should there ever be concerns raised during this consultation about any proposal made, the matter would be taken out of this “shortened process” and placed before the Joint Consultative Committee for full consideration.

2. Summary of cases

The following is a summary of the cases that have been considered appropriate for management outside the full JCSC process:

Case 1

In this case, the proposal by the Service Manager was to review the job content of the vacant post of Maintenance Assistant at Carlton Forum with a view to reducing the duties and responsibilities of the post. The proposal was to reduce the job grade from Band 4 to Band 2; this has been properly assessed through the usual union/management JE panel. Essentially the job is to carry out a reduced range of minor “DIY” tasks around the leisure centre.

Case 2

In essence the proposal was as follows:

Currently we have two Senior Building Control Officers (Band 9) and one Building Control Officer (Band 7). Following the recent merger of management of the Building Control and Development Control Teams, by necessity, the operational work within the Building Control team has now become evenly distributed between the three posts. As such, the Building Control Officer is being asked to perform

duties beyond normal job grade on a regular basis. In order to reflect the business needs, it was proposed that the Building Control Officer post be deleted from the establishment and another post of Senior Building Control Officer be created.

Although having a direct effect on one post holder and creating a potential redundancy situation, it was anticipated that due to the very specific nature of the requirements contained within the person specification, it was most likely that the only suitable candidate (we would advertise internally only, restricting in the first instance to suitably qualified employees who are currently displaced or potentially displaced, in order to mitigate against redundancy) would be the existing Building Control Officer. As such, this was a change in structure to meet business needs that had little or no prospect of having any wider impact on staffing beyond one employee who was suitably qualified and experienced to apply for the new role being created.

3. Recommendation

The Committee is asked to note this report.