

## **Report to Joint Consultative and Safety Committee**

**Subject:** Information item: Minor changes to the Establishment agreed outside the formal full JCSC process (Standing Item).

**Date:** 16 May 2017

**Author:** Service Manager; Organisational Development

### **1. Purpose of the Report**

This is a standing information item highlighting to the Committee any minor changes to the Establishment proposed by the Senior Leadership Team for implementation outside the formal full JCSC process but following consultation with trade unions. Such minor changes will not have wide organisational impact and will be authorised for implementation by the Chief Executive under delegated powers.

It is important to note that prior to the minor changes being implemented, trade unions will still need to be consulted locally. Should there be concern 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 proposals**

Since the last JCSC meeting there have been three minor staffing proposals that have been considered by Senior Leadership Team outside the full JCSC framework.

These reports are fully supported by trade unions.

#### **Proposal; Executive Office- P.A. Team:**

The P.A. Team has reported through the Executive Assistant direct into the Chief Executive. Although the arrangement has worked reasonably well, operational improvements can be made to ensure that general administration (approval of annual leave etc) and communication (team briefings etc) can be undertaken in a more appropriate way if the team was to report through a service manager. Consequently the P.A. Team will now report into the Service Manager- Democratic Services. In terms of service delivery to senior managers and to Members, the service will not be affected or changed.

#### **Proposal; Technical Training Officer- Customer Services:**

The need to deliver training for new and “refresher” training to customer services’ staff both in the fields of Benefits legislation training as well as customer service training has been recognised for some time and a temporary post has been in place for around a year.

The proposal was to regularise this post as a permanent change to the establishment and that the application be invited on a ring-fenced basis from existing Senior Customer Service Advisors, the number of which would be decreased by one post which allows the change to be met from existing budgets.

**Proposal; Property Services:**

The proposal was to delete two vacant posts from the Establishment (Facilities Manager and Facilities Development Surveyor) and to create two new posts that better meet the needs of the new service area. One post of Building Services Manager will take on the day-to-day responsibility for management of the civic centre campus buildings and the other post of Property Surveyor will assist in the marketing and commercial aspects of property management. Both posts will be advertised openly and externally due to their very specialist nature.

**3. Recommendation**

The Committee is asked to note this report.