

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: 28 August 2018

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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. All new posts have been job evaluated through formal arrangements.

2. Summary of proposals

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

Democratic Services

It was proposed that additional hours were created for Democratic Services Officer posts and proposals were made to fill some hours from existing staff and other hours are put out to open recruitment. The report also identified arrangements for the back-filing of hours into PA posts which were vacated through the proposed process for the filing of the DSO posts.

Economic Regeneration

The report proposed the creation of a new post of Major Projects Manager. This part time post was created in the Economic Regeneration Team. Due to personal reasons, the current service manager had expressed an interest in transferring into this post. This request was supported by SLT and the trade unions and as a consequence the resulting vacant service manager post was advertised externally.

Public Protection

It was proposed that a new post of full time Licensing Enforcement Officer be created to replace the current vacant Licensing Officer post at the same salary grade. The new post required the post holder to work a prescribed shift pattern which the current post does not require. The post was advertised externally. It is expected that the new post will enable the authority to

consistently carry out more enforcement and have a visible presence in the evenings, particularly in partnership with the other authorities within Nottinghamshire who are signatories to the Nottinghamshire Joint Taxi Enforcement Protocol.

Legal Services

Approval was given through SLT for the creation of a new 15-hour Legal Executive post and this proposal was supported by trade unions.

No other post holders were affected. The purpose of the creation of the post is to generate additional income by trading with other local public sector bodies. This business model is designed to meet required efficiency savings of the team and aims to do this by business growth rather than by cutting team size.

The post is very similar to the existing Legal Executive; duties are of similar type with a slightly changed emphasis and weighting towards conveyancing, contracts, leasing, procurement and routine planning matters (all things that are “saleable” and which the existing post of Legal Executive would be expected to advise on).

3. Recommendation

The Committee is asked to note this report.