

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

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

**Date:** 26 November 2013

**Author:** Service Manager; Organisational Development

### **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 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 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 case**

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

#### **Audit and Risk Management**

Senior Leadership Team have reviewed a recommendation made by the Service Manager- Audit and Risk Management to fill the post of Health and Safety Officer, due to be vacated from 1 January 2014 following the retirement of the current post holder. The proposal is, in effect, to convert the post from 30 hours per week to full-time (37 hours) and to reduce the grade of the job from Band 11 to and 8 with more strategic functions including ultimate responsibility for policy formulation being undertaken by the Service Manager. The proposal is to fill the post through internal advertisement which, if successful, should allow opportunity for other structural review elsewhere in the council, should it be necessary.

No posts proposed for deletion will be occupied. The Chief Executive will have delegated powers to authorise the staffing changes proposed. Trade unions are supportive of this proposal and there are no adverse effects to current employees contained in the staffing report.

### **3. Recommendation**

The Committee is asked to note this report.