

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: 27 August 2019

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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.

2. Recommendation

The Committee is asked to note this report.

3. Background

Prior to the minor changes being implemented local trade unions are always be consulted. Should there be concern raised during this consultation about any proposal made the proposal 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.

4. Summary of proposals

Since the last JCSC meeting there have been two staffing proposals for permanent posts that have been considered by Senior Leadership Team outside the full JCSC framework. These are:

4.1 Conservation and Heritage Officer (part-time)

To meet our conservation and heritage requirements in house and develop further resilience, a post of Conservation & Heritage Officer has been created. The post will provide specialist advice on planning and listed building applications, review existing and proposed Conservation Areas and identify non-designated heritage assets within the Borough.

Prior to creation of this post the conservation function was being carried out by a consultant. By bringing the function in-house there is an expectation that there will be more control and accountability as well as a financial saving.

4.2 Democratic Services

Minor structural changes have been applied within the team to increase the job of Service Support Assistant (LZD16- Band 3) from 30 to 37 hours. This change was funded by the reduction of five hours from the vacant post of Democratic Services Officer (LZD19D- Band 7). The change was designed to better meet the service demands placed on the team.

The resultant part-time Democratic Services Officer post will be used for the redeployment of another member of staff returning from maternity leave for whom the part-time hours are more suitable.