

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: 8 October 2019

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.

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 three staffing proposals affecting the permanent Establishment that have been considered by Senior Leadership Team outside the full JCSC framework. These are:

4.1 Leisure Services- creation of a Leisure Attendant post

To meet our continued demand for swimming lessons a Band 4 Leisure Attendant post has been created specifically to plan and deliver swimming lessons. This post has been funded through the existing coaching budget.

4.2 Leisure Services- Duty Manager

An existing vacant Assistant Manager post has been deleted and the budget used to create a new Duty Manager post. This is in effect a salary saving but also the model now reflects that which has been successfully applied in other leisure centres.

4.3 Organisational Development

The proposal is the final stage in the delivery of required efficiencies that have spanned a five-year period leading up to 2022. The revised structure will deliver savings of £52,500 in this period. This has been achieved by a review of work undertaken within the team, changing of processes and the creative application of

new technology such as the move to on-line job applications. A number of changes have been applied in the latest proposal including:

- The overall reduction in hours for Training Officers (from 46 to 39 hours per week)
- The reduction in hours of Performance and Project Officers (from 37 occupied hours (59 budgeted) to 18.5 hours per week)
- The increase in Performance and HR support hours (from 37 to 53.5 hours per week)
- The increase in budgeted HR posts (from 39.5 hours per week to 44.5 hours per week)