

## **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:** 15 November 2022

**Author:** Head of HR, Performance and Service Planning

### **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 and Safety 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;

#### **1. Governance and Customer Services (Democratic Services)**

The implemented proposals were to:

- Increase the number of hours in the Band 3 Service Support Assistants by four per week from 37 to 41 hours per week.
- Fill the temporary post of Executive Support Officer on a permanent basis that has been occupied on a temporary basis.
- Reduce the number of hours in the posts of Democratic Services Officer by 2.5 hours per week; these hours are currently vacant.
- Reduce the hours of Executive Support Assistant posts from 95.5 down to 59 hours per week. The hours to be reduced are currently vacant.

There are no staffing implications in that no permanent employees are threatened with redundancy by these proposals.

## **2. Governance and Customer Services (Health and Safety)**

This report created two posts; a Health, Safety and Emergency Planning Manager and on a temporary basis, a Health and Safety Adviser.

Both posts have now been filled

## **3. Governance and Customer Services (Customer Services)**

This report proposed the deletion of a range of part-time, vacant Customer Services Advisor posts at Band 5. Many of these had been vacant for some time. Similarly the vacant post of Training Officer (Customer Services) was reduced from 37 to 29 hours per week. There were some small reductions in hours occupied posts in both Customer Services Advisor and Service Support Assistant posts but these were at the request of the post holders.

In addition the previous Customer Services Manager post (Band 10) and a new manager post created at Band 12. The existing post holder was ring-fenced for this new post and was successful in securing it and so no redundancy materialised.