

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

12th October 2015

Report of the Head of Financial Services - David Rees

Matter for Decision

Wards Affected:

All Wards

Proposed new staffing structure for Exchequer Payments Section

1. Purpose of the Report

The purpose of this report is to seek approval for the establishment of a revised staffing structure for the Exchequer Payments Section which sits within the Financial Services Division of the Finance and Corporate Services Directorate.

2. Executive Summary

The revised staffing structure will provide staff with stability following a period of change due particularly to the merging of three directorate teams into one central exchequer team, along with the revised system processes and procedures arising from the roll out of

i-procurement. The change in the structure results in a lower cost which has contributed to the 2015/16 savings targets for Financial Services.

3. Background

During 2013 the three payments sections of Finance and Corporate Services, Environment and Social Services were merged together and based in Port Talbot with staff being transferred from Neath and Tregellis Court. This transfer required a merging of some roles and responsibilities that had been previously been carried out separately by the three teams. There were 2 VR leavers in 2013 and 2014 - Payment Manager (Grade 8) and Finance & Facilities Assistant (Grade 3), as reflected below.

There were also significant changes required to the systems and processes operated by the sections as a result of the roll out of e-procurement throughout the Council, and some temporary arrangements including "acting - up" and honorarium payments, were put in place while the impact of these changes were evaluated.

Following this evaluation the proposed changes detailed below were put together for which member approval is now sought.

The current staffing structure of the section was as follows:

Payments Manager (1) - Grade 8 (1 x VR leaver @ 31.12.13)

Exchequer Officer (0.81) - Grade 6

Senior Payments Officer (1) - Grade 5

Payments Officers (3) - Grade 4

Finance Assistants (4.21) - Grade 3 (1 x VR leaver @ 31.03.14)

Total Cost of Structure - £251,700

The proposed staffing structure of the section is:

Payments Team Leader (0.81) - Grade 7

Senior Payments Officers (2.60) - Grade 5

Payments Officers (2.81) - Grade 4

Payments Assistants (2.59) - Grade 3

Total Cost of Structure - £213,600

4. Financial Impact

As seen from point 4 above there is no additional cost arising from the re-structure, it has in fact contributed savings to the overall savings target of the Financial Services Division. There are no impacts on any other services within the Council other than, not implementing these changes could have an adverse impact on the roll out of i-procurement.

5. Equality Impact Assessment

An equality screening assessment has been carried out which indicated that an equality impact assessment was not required.

6. Workforce Impacts

Advice and support has been received from HR throughout this process and consultation with the trades union has also taken place at various stages. Staff have been consulted with and their input and feedback has informed the proposed staffing structure. We have not received any negative feedback on the proposals to date. It is envisaged that all current staff will populate the proposed staffing structure through the Council's Managing Change in Partnership process, as agreed with trade unions, and that no-one will be displaced.

7. Legal Impacts

There are no legal implications of these proposals.

Risk Management

The only risk management issue is the risk that non implementation of the proposals is likely to have a detrimental effect on the roll out of i-procurement.

8. Consultation

There is no requirement under the Constitution for external consultation on this item.

9. Recommendations

It is recommended that Members approve the revised staffing structure for the Exchequer Payments section as detailed in point 4 above.

10. Reasons for Proposed Decision

To establish a workable structure for the Exchequer Payments Section in order to support the roll out of the I-procurement process and deliver the staffing costs of the section in line with the 2015/16 budget.

11. Implementation of Decision

The decision is proposed for implementation after the three day call in period.

Appendices

Appendix 1 - Financial Appraisal

Appendix 2 - Current Staffing Structure

Appendix 3 - Proposed Staffing Structure

List of Background Papers

Salary Estimates - Exchequer Payments Section

Officer Contact

David Rees, Head of Financial Services

Tel - 01639 763634

E-mail - d.rees1@npt.gov.uk

Janet North, Chief Accountant, Technical and Exchequer

Tel - 01639 763635

E-mail - j.north@npt.gov.uk

Susan Sharp, Principal Exchequer Officer

Tel - 01639 763588

E-mail - s.sharp@npt.gov.uk

SET UP COSTS**Financial Appraisal - Appendix 1**

<u>Costs</u>	<u>This Year (2015/16)</u>
	<u>£</u>
Recruitment Costs	
Accommodation Costs	Nil
Office Costs	
Others	
Total Set Up Costs	<u>Nil</u>
<u>Funding of Set Up Costs</u>	
Revenue Budget	
Reserves	
Special Grant	
Other (Specify)	
Total Funding of Set Up Costs	<u> </u>

RECURRING COSTS

<u>Costs</u>	<u>This Year £'000</u>	<u>Maximum £'000</u>
Employee Costs		
- Starting Salary	214	214
- Additional cost at Maximum Salary		
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (Participant costs)		
Total Recurring Costs	<u>214</u>	<u>214</u>
<u>Funding of Recurring Costs</u>		
External Sources		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies (WEFO)		
Service Level Agreement		
Other (Specify)		
Internal Sources		
Existing Budget Allocation	214	214
Additional Guideline Allocation		
Other		
Total Funds Available	<u>214</u>	<u>214</u>