

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

4th September 2017

Report of the Head of Human Resources – Sheenagh Rees

Matter for Decision

Wards Affected:

All Wards

Proposal to restructure clerical and administrative staffing structure within the Health & Safety Service

Purpose of the Report

1. The purpose of this report is to seek Members agreement to delete the vacant post of Admin Officer and replace it with a permanent Clerical Officer

Executive Summary

2. The full-time post of Admin Officer has been vacant since 30th September 2016 and cover has been provided at a lower grade for 3 days a week. To ensure that the service is able to meet next year's budget restrictions and to maintain a stable, appropriately staffed administrative resource, permission is sought to make the current temporary arrangements permanent.

Background

3. The Health and Safety Team's administrative resource is comprised of the following posts:

1.6 FTE Admin Officer Grade 5
4. It is anticipated that budget savings will need to be made against the staffing structure during the next financial year, so reviewing the current administrative support, is both timely and prudent.
5. When the fulltime Admin. Officer vacated the post on 30th September 2016, a temporary replacement was recruited as a Clerical Assistant (grade 3), working 22:12 per week, in November 2016. This contract will end on 31st October 2017.

Proposal

6. The current staffing levels have been assessed as sufficient and there will be a budget saving as a result of this proposal.
7. Savings will be utilised to meet any budget pressures within the service and thereby ensure that we are adequately able to meet our statutory commitments in terms of providing a professional Health & Safety Service.

Financial Impact

- The proposals to delete the grade full-time 5 permanent post and to establish a permanent grade 3 part-time post will result in total savings of £15,219. It is proposed that any savings will be utilised as part of budgetary saving requirements.

Equality Impact Assessment

8. An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

Workforce Impacts

9. This will have a positive impact upon the service, ensuring greater resilience in future.
10. The Clerical Assistant will be advertised to those at risk of redundancy.

Legal Impacts

11. There are no legal impacts.

Risk Management

12. There are no significant risks associated with this proposal.

Consultation

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

Recommendations

14. It is **RECOMMENDED** that Members **APPROVE** the deletion of the Admin Officer post and to approve the creation of a Clerical Assistant within the Health and Safety structure

FOR DECISION

Reasons for Proposed Decision

15. Making these establishment changes will provide the service with appropriate long-term administrative support at the appropriate level. It will also allow the service to better address any further budget pressures.

Implementation of Decision

16. The decision is for immediate implementation.

Appendices

Appendix 1 – Funding Statement and Financial Appraisal

List of Background Papers

Equality Impact Assessment Screening Form

Officer Contact

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Funding Statement

| <u>SET UP COSTS</u> | <u>Current Year</u> | <u>Full Year</u> | <u>Maximum</u> |
|--|----------------------------|-------------------------|-----------------------|
| | <u>£</u> | <u>£</u> | <u>£</u> |
| <u>Costs</u> | | | |
| Recruitment Costs | - | - | - |
| Accommodation Costs | - | - | - |
| Office Costs | - | - | - |
| Others | - | - | - |
| Total Set Up Costs | - | - | - |
| <u>Funding of Set Up Costs</u> | | | |
| Revenue Budget | - | - | - |
| Reserves | - | - | - |
| Special Grant – Foundation Phase | - | - | - |
| Other (Specify) | - | - | - |
| Total Funding of Set Up Costs | - | - | - |
| | | | |
| <u>RECURRING COSTS</u> | <u>Current Year</u> | <u>Full Year</u> | <u>Maximum</u> |
| | <u>£</u> | <u>£</u> | <u>£</u> |
| <u>Costs</u> | | | |
| Employee Costs (Financial Appraisal Statement) | 15,219 | 15,219 | 16,190 |
| > Current Salary incl. employer's contribution | | | |
| Accommodation Running Costs | | | |
| Other Running Costs = Redundancies | | | |
| Total Cost / (Saving) | <u>15,219</u> | <u>15,219</u> | <u>16,190</u> |
| <u>Funding of Additional Recurring Costs</u> | | | |
| <u>External Sources</u> | | | |
| Specific Grant | | | |
| Funding from External Agencies - | | | |
| Other (specify) | | | |
| <u>Internal Sources</u> Budget Book Page | | | |
| Existing Budget Allocation - (Funded from existing revenue staffing budgets) | (15,219) | (15,219) | (16,190) |
| Existing Budget Allocation – Transferred from ELLL Service | | | |
| Additional Guideline Allocation | | | |
| Other (specify) | | | |
| Total Funds Available | | | |
| | | | |
| TOTAL COST/ (SAVING) | (15,219) | (15,219) | (16,190) |

Financial Appraisal

| POST | PROPOSED CHANGE | PAY SCALES | | ANNUAL COSTS | |
|--------------------|--|------------|--------------|----------------|----------------|
| | | Current | Proposed | This Year | Maximum |
| Admin Assistant | Delete Post – Grade 5 (scp23 37hrs) | 23 | 23 | £(28,613) | £(29,584) |
| Clerical Assistant | Create Post – Grade 3 (scp15 22.12hrs) | 15 | 15 | £13,394 | £13,394 |
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| | | | TOTAL | £15,219 | £16,190 |

