

ENVIRONMENT DIRECTORATE

PERSONNEL COMMITTEE

Report of the Head of Streetcare – Michael Roberts

15th January 2018

SECTION A – MATTER FOR DECISION

Wards Affected: All

MINOR STAFFING CHANGES IN THE HIGHWAYS AND DRAINAGE SERVICE

1 Purpose of the Report

To seek approval for a minor staffing change in the Highways and Drainage Services Section of the Environment Directorate by deleting a Grade 3 Operational Support Assistant and creating 2 x two year Foundation Apprentices.

2 Executive Summary

There is an existing GIS Technician (Grade 4) in Network Management which is vacant at present. It is proposed to redeploy the post holder of the Operational Support Assistant post (Grade 3) to this post as suitable alternative employment. As a result of the deletion of the Operational Support Assistant (Grade 3) post, it is proposed to create 2 x two year Foundation Apprentices. The rationale behind this proposal is to 'grow our own' future GIS Technicians, as from past experience, the service has found it extremely difficult to recruit GIS Technicians. The employee occupying the Operational Support Assistant (Grade 3) post has been undertaking GIS training as part of their role. Please see Appendix A for existing and proposed structures.

3 Background

The GIS Technician has recently given notice of leaving the Council's employment and therefore, further to previous training and succession planning, the proposal to fill the post will ensure continuity of service and a development opportunity for the

employee. By creating 2 x Foundation Apprentice posts, the section will also further contribute to succession planning whilst also providing employment opportunities for young people within the County Borough.

4 Financial Impact

The financial impact of this change is shown in Appendix B. To meet the additional cost, budget transfers are proposed as following:

<u>Drainage day to day budget</u>	
Materials budget underspend	£2,000
General Contract Work underspend	<u>£2,750</u>
Total	<u>£4,750</u>

5 Equality Impact Assessment

A 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 Equalities Impact Assessment.

6 Legal Impact

There are no legal impacts associated with this report.

7. Workforce Impacts

The proposed change will be in line with the Council's Management of Change in Partnership Policy and will have a positive impact on the workforce as it will provide a development opportunity for one employee and employment for two foundation apprentices.

8. Risk Management

GIS Technicians are in short supply and are difficult to recruit. The proposal is intended to help ensure suitable skills remain available in house going forward.

9. Consultation

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

10. Recommendation

It is RECOMMENDED that Members APPROVE the minor staffing changes in the Highways and Drainage Services Section of the Environment Directorate by:-

- (i) deleting an Operational Support Assistant (Grade 3) post
- (ii) creating 2 x. two year Foundation Apprentice posts

FOR DECISION

11. Implementation of Decision

The decision is proposed for immediate implementation.

12 Appendices

Existing and Proposed Structures – Appendix A

Financial Summary – Appendix B

13 List of Background Papers

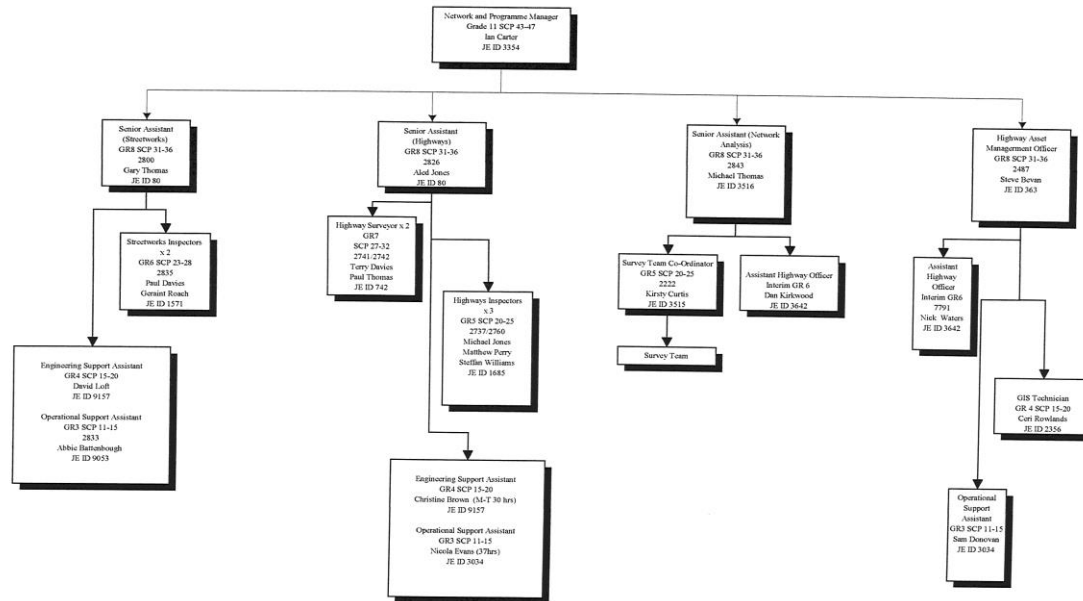
None

14 Officer Contacts

Steve Owen, Highways and Drainage Services Manager.
Tel: 01639 686304 or email: s.owen@npt.gov.uk

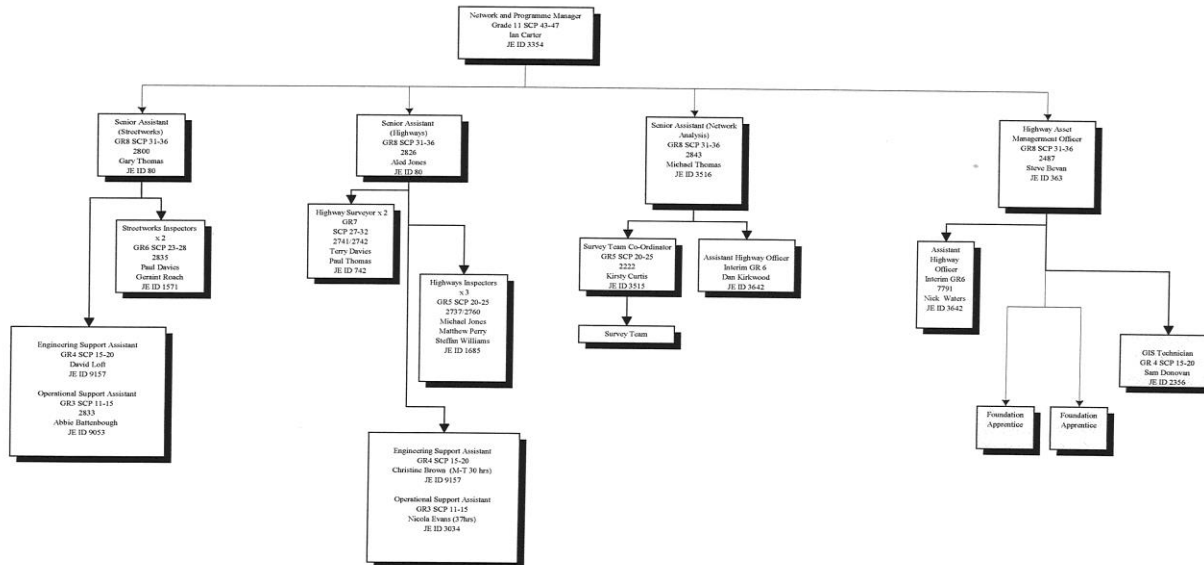
Appendix A Existing Structure

Environment
Streetcare - Highway & Drainage Services
November 2017



Appendix A Proposed Structure

Environment
Streetcare - Highway & Drainage Services
January 2018



FINANCIAL APPRAISAL

SET UP COSTS

	<u>£</u>
<u>Costs</u>	
Recruitment Costs	0
Accommodation Costs	0
Office Costs	0
Others	0
Total Set Up Costs	<u>0</u>

RECURRING COSTS

	<u>This Year</u>	<u>Maximum</u>
<u>Costs</u>	<u>£'000</u>	<u>£'000</u>
Employee Costs		
- Foundation Apprentice x 2	26,170(*)	
Accommodation Running Costs		
IT Annual Costs		
Other Running Costs (Specify)		
Total Recurring Costs	<u>26,170</u>	
<p>(* 2 year fixed term contracts with payment of a weekly training allowance leading to an NVQ Level 2 qualification. A decision will then need to be taken whether to progress to a full apprenticeship and NVQ Level 3 qualification. The exact amount may vary a little dependent upon age and the applicable National Living wage)</p>		
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
- staffing costs		
- other		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
<u>Internal Sources</u>		
Vacant Operational Support Assistant	21,420	
Budget transfer from elsewhere within Highways and Drainage Services budget	4,750	
Total Funds Available	<u>26,170</u>	