

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**PERSONNEL COMMITTEE**

**15<sup>th</sup> October 2018**

**Report of the Head of Legal Services – Mr C Griffiths**

**Matter for Decision**

**Wards Affected:** All Wards

**Proposal to amend the staffing structure within the Business Support Team of Legal Services**

**Purpose of the Report**

1. To seek Members' approval to amend the staffing structure within the Business Support Team within the Legal Services Section of the Finance and Corporate Services Directorate as follows:-
  - a) delete 1 x 22.5 Hour Support Services Manager (Grade 7)
  - b) delete 1 x 22.5 Hours Support Services Supervisor (Grade 5)
  - c) delete 1 x 14.5 hours Support Services Supervisor (Grade 7)
  - d) delete 1 x 37 Hour WP Operator/Admin Assistant (Grade 3)
  - d) delete 1 x 37 Hour Legal Assistant (Evolution) (Grade 5)
  - e) delete 1 x 22.5 Hour Clerical Assistant (Grade 4)
  - f) create 1 x 37 Hour Support Services Manager (Grade 7)
  - g) create 1 x 37 Hour Support Services Officer (Grade 5)
  - h) create 1 x 30 Hour Legal Assistant / Clerical Assistant (Grade 4)
  - i) create 1 x 22.5 Hour WP/General Assistant (Grade 3)

## Executive Summary

2. In July 2018 the Business Support Manager of Legal Services retired from Neath Port Talbot County Borough Council. This has presented the Council with the opportunity to restructure the establishment of the Business Support Team to ensure it continues to provide strong and resilient support to the Legal Services Section and the Finance and Corporate Services Directorate as a whole to enable priorities to be delivered effectively and a contribution is made to Directorate financial targets.

## Background

3. The newly appointed Business Support Manager has undertaken a review of the team. The following recommendations are made following consultation with both staff and trade unions and in accordance with the Council's Management of Change in Partnership Policy. It was agreed with the staff and trade unions that a 14 day consultation period be undertaken given that the effect of the change on staff would be positive. The 14 day consultation period with staff and their representatives commenced on the 11<sup>th</sup> September 2018 and concluded on the 25<sup>th</sup> September 2018. Feedback during the consultation has been considered as part of the determination as to how to proceed.

## Proposal

4. It is proposed to make the following amendments to the Business Support Team staffing structure

Post	Status
1 x22.5 hour Support Services Manager (Grade 7)	Delete
1 x Support Services Supervisor (22.5 Hours at Grade 5 and 14.5 Hours at Grade 7)	Delete
1 x Full Time WP Operator/Admin Assistant (Grade 3)	Delete

1 x Full Time Legal Assistant (Evolution) (Grade 5)	Delete
1 x Clerical Assistant (22.5 Hours) (Grade 4)	Delete
1 x Full Time Support Services Manager (Grade 7)	Create
1 x Support Services Officer (Grade 5)	Create
1 x Legal Assistant/Clerical Assistant (30 Hours) (Grade 4)	Create
1 x WP/General Assistant (22.5 Hours) (Grade 3)	Create

5. All changes to staffing structure will be ring fenced to the existing Business Support team and any vacant posts following this being advertised via the Council's prior consideration and internal recruitment process.
6. A copy of the current structure and the proposed structure is set out at Appendix 1 and 2 of this report.

### **Equality Impact Assessment**

7. An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment. Please see Appendix 4.

### **Financial Impact**

8. The financial impact is shown at Appendix 3. In summary it will allow a saving of £28,744 to be realised to contribute towards the Forward Financial Plan.

### **Workforce Impacts**

9. This will have a positive impact upon the service, ensuring greater resilience, with opportunities for progression to some staff members.

### **Legal Impacts**

10. There are no legal impacts associated with this report as any changes are being carried in accordance with Council policy and procedure

### **Risk Management**

11. There are no risks associated with this report.

### **Consultation**

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

### **Recommendations**

13. It is recommended that members approve the amendments of the staffing structure within the Business Support Team within the Legal Services Section of the Finance and Corporate Services Directorate as follows:-

- (a) delete 1 x 22.5 Hour Support Services Manager (Grade 7)
- b) delete 1 x 22.5 Hours Support Services Supervisor (Grade 5)
- c) delete 1 x 14.5 hours Support Services Supervisor (Grade 7)
- d) delete 1 x 37 Hour WP Operator/Admin Assistant (Grade 3)
- d) delete 1 x 37 Hour Legal Assistant (Evolution) (Grade 5)
- e) delete 1 x 22.5 Hour Clerical Assistant (Grade 4)
- f) create 1 x 37 Hour Support Services Manager (Grade 7)
- g) create 1 x 37 Hour Support Services Officer (Grade 5)
- h) create 1 x 30 Hour Legal Assistant / Clerical Assistant (Grade 4)
- i) create 1 x 22.5 Hour WP/General Assistant (Grade 3)

For Decision

## **Reasons for Proposed Decision**

- 14 That the business support team continues to provide strong and resilient support to the Legal Services Section and the Finance and Corporate Section as a whole to enable priorities to be delivered effectively and a contribution is made to Directorate financial targets.

## **Implementation**

- 15 The decision is for immediate implementation.

## **Appendices**

- 16 (a) Appendix 1 – Existing Structure  
(b) Appendix 2 – Proposed Structure  
(c) Appendix 3 – Financial Appraisal  
(d) Appendix 4 – Equality Impact Assessment Screening Form

## **List of Background Papers**

- 17 None

## **Officer Contact**

Mr Craig Griffiths

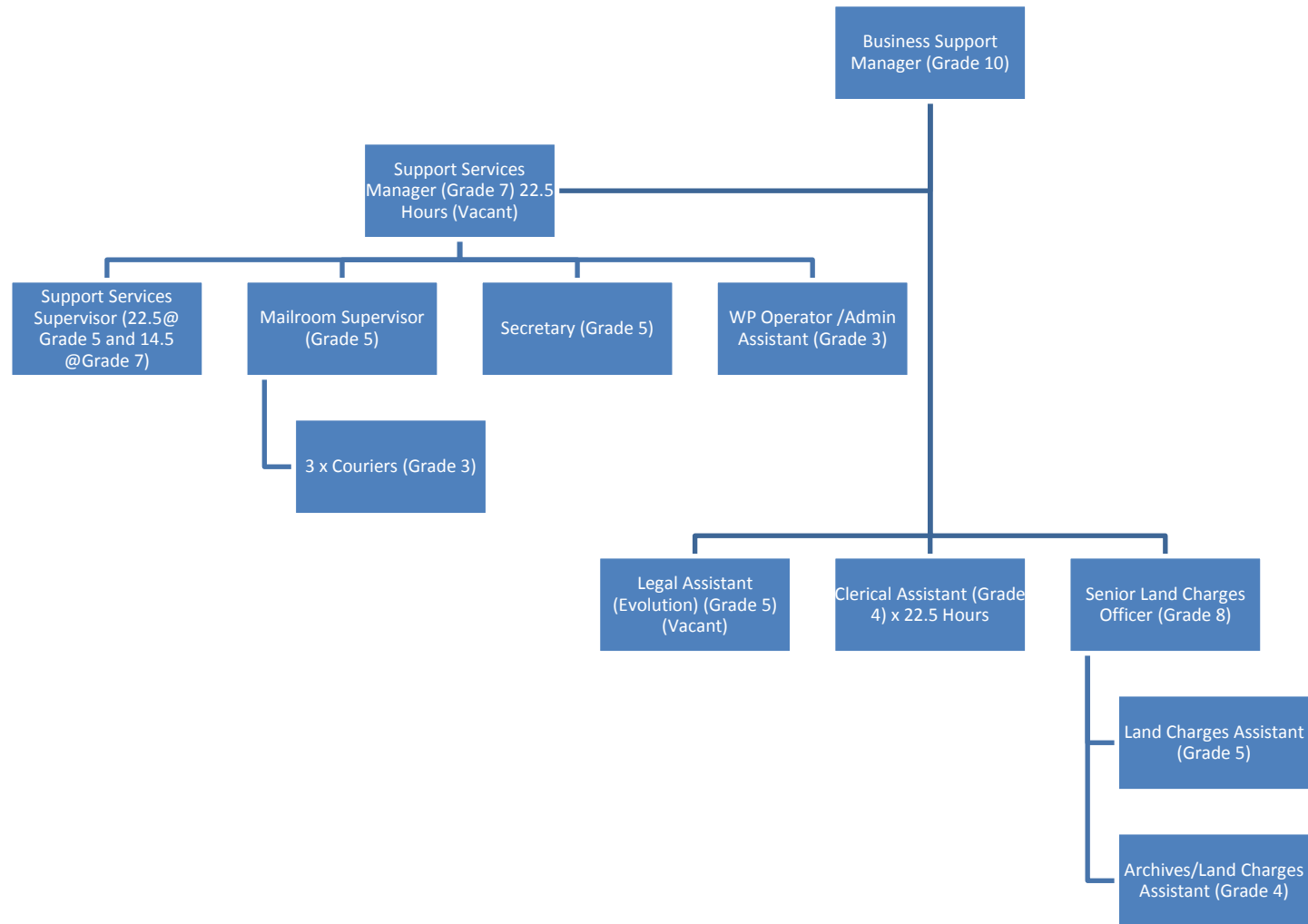
Head of Legal Services

01639 763767

[c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

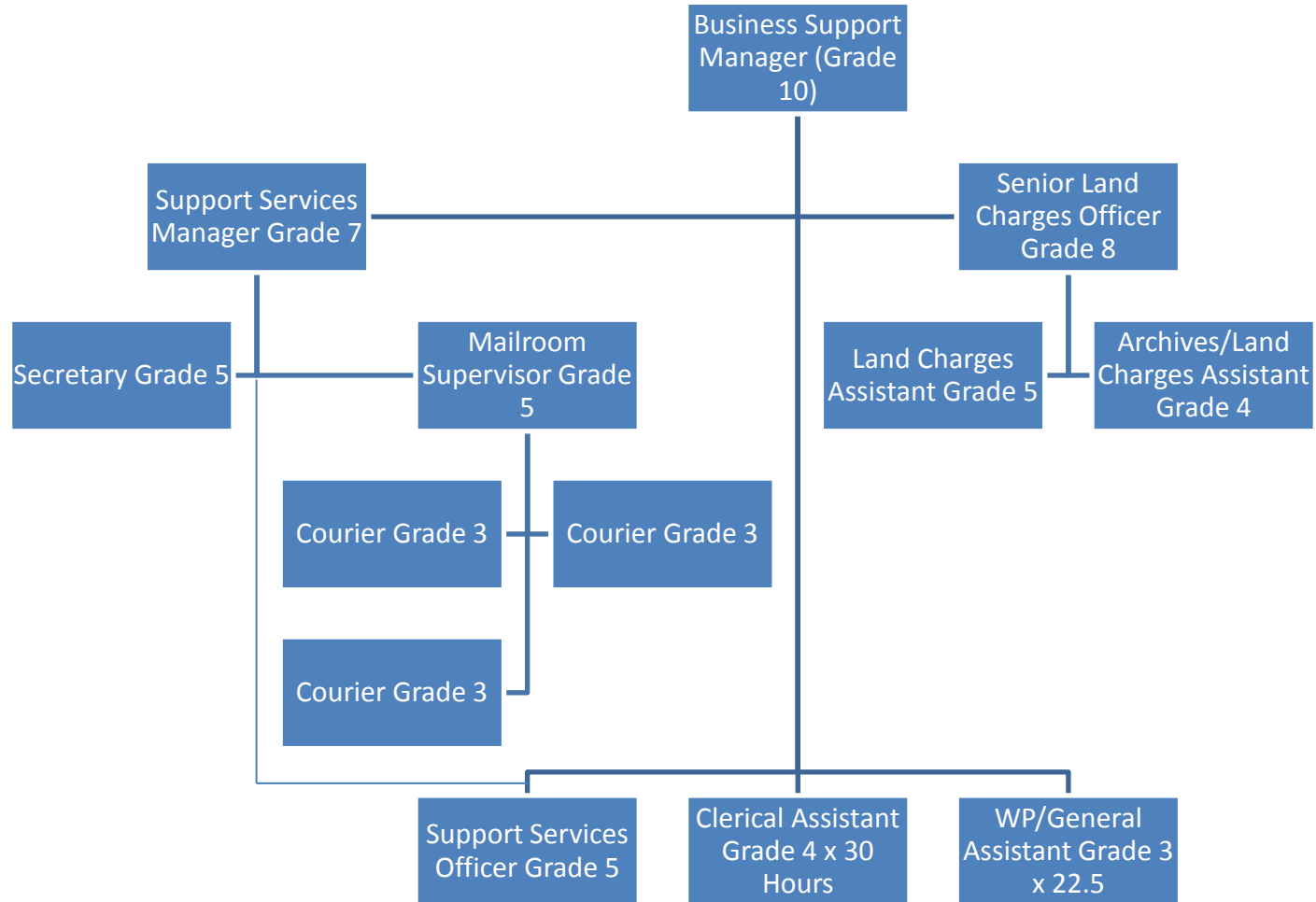
## Appendix 1

### Current Structure



## Appendix 2

### Proposed Structure



### Appendix 3

#### Financial Appraisal

Post	Proposed Change (New Post / Delete / Regrade)	Pay Scales		Annual Costs
		Current	Proposed	
				<b>£</b>
1.0 22.5 Support Services Manager	Delete	Grade 7		(23,715)
1.0 Support Services Supervisor (22.5 Hours at Grade 5 and 14.5 Hours at Grade 7)	Delete	Grade 7 Grade 5		(34,643)
1.0 Full Time WP Operator/Admin Assistant	Delete	Grade 3		(24,132)
1.0 Full Time Legal Assistant (Evolution)	Delete	Grade 5		(31,366)
1.0 Clerical Assistant (22.5 Hours)	Delete	Grade 4		(14,659)
1.0 Full Time Support Services Manager	Create		Grade 7	39,689
1.0 Support Services Officer	Create		Grade 5	26,703
1.0 Clerical Assistant (30 Hours)	Create		Grade 4	19,545
1.0 WP/General Assistant (22.5 Hours)	Create		Grade 3	13,834
Total				(28,744)



**SET UP COSTS**

	<u>Current</u>				
	<u>Year</u>	-	-	-	-
	<u>£</u>				
<b><u>Costs</u></b>					
Recruitment Costs					
Accommodation Costs					
Office Costs					
Others					
<b>Total Set Up Costs</b>	<u>                    </u>	-			
	<u>                    </u>				
<b><u>Funding of Set Up Costs</u></b>					
Revenue Budget					
Reserves					
Special Grant					
Other (Specify)					
<b>Total Funding of Set Up Costs</b>	<u>                    </u>	-			
	<u>                    </u>				

**RECURRING COSTS**

	<u>Current</u>		<u>Next</u>		<u>Max in</u>
	<u>Year</u>	-	<u>Year</u>	-	<u>Full Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>
<b><u>Costs</u></b>					
Employee Costs (Financial					
Appraisal Statement)	(28,744)				(21,184)
> Starting Salary					
> Additional cost at Maximum Salary					

Accommodation Running Costs			
IT Annual Costs			
Other Running Costs (specify)	-		
<b>Total Recurring Costs</b>	<b>(28,744)</b>		<b>(21,184)</b>
<b><u>Funding of Recurring Costs</u></b>			
<b><u>External Sources</u></b>			
Specific Grant:			
- staffing costs			
- other			
Funding from External Agencies			
Service Level Agreement			
Other (specify)			
<b><u>Internal Sources</u></b>			
HRA			
Existing Budget Allocation	(28,744)		(21,184)
Additional Guideline Allocation			
Other (specify)			
<b>Total Funds Available</b>	<b>(28,744)</b>		<b>(21,184)</b>

## Appendix 4 – Equality Impact Screening Assessment

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

### Section 1

What service area and directorate are you from?

Service Area: Legal Services – Business Support

Directorate: Finance and Corporate Services

#### Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### (b) Please name and describe below

Reorganisation of Business Support Team within Legal Services

#### Q2(a) What does Q1a relate to?

Direct front line  
service delivery

Indirect front line  
service delivery

Indirect back room  
service delivery

(H)

(M)

(L)

#### (b) Do your customers/clients access this service...?

Because they  
need to

Because they  
want to

Because it is  
automatically provided to  
everyone in NPT

On an internal  
basis  
i.e. Staff

(H)

(M)

(M)

(L)

#### Q3 What is the potential impact on the following protected characteristics?

		High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?**

High visibility to general public

(H)

Medium visibility to general public

(M)

Low visibility to general public

(L)

**(b) What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)**

High risk to reputation

(H)

Medium risk to reputation

(M)

Low risk to reputation

(L)

**Q5 How did you score?**

*Please tick the relevant box*

**MOSTLY H and/or M** → **HIGH PRIORITY** →  **EIA to be completed**  
Please go to Section 2

**MOSTLY L** → **LOW PRIORITY / NOT RELEVANT** →  **Do not complete EIA**  
Please go to Q6 followed by Section 2

**Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).**

No immediate equality impacts. All application processes will be conducted with Equality Act 2010 provisions in mind.

**Section 2**

<b>Screeener- This to be completed by the person responsible for completing this screening</b>
Name: Ali Forbes
Location: Legal Services, Port Talbot Civic Centre, Port Talbot
Telephone Number: 01639 763933
Date: 21st August 2018
<b>Approval by Head of Service</b>
Name: Craig Griffiths
Position: Head of Legal Services
Date: 21st August 2018