

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **PERSONNEL COMMITTEE**

**19<sup>th</sup> November 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 Registration Service**

#### **Purpose of the Report**

1. To seek Member approval to amend the staffing structure within the Registration Service within the Legal Services Section of the Finance and Corporate Services Directorate as follows:-

Deletion of the following posts:-

2.0 x Registrars (Grade 5 18.5 Hours)

1.0 x Deputy Registrar (Grade 3)

1.0 x Clerical Assistant

Casual Registrars (Grade 3) (As and when required)

Casual Registrars of Marriages (Grade 5 – bar on scp.20) (As and when required)

Creation of the following posts:-

1.0 x Senior Registration Officer (Grade 6 – 25 Hours)

1.0 x Registration Officer (Grade 5 18.5 Hours)

1.0 x Registration Officer (Grade 5)

1 x Registration Services Coordinator (Grade 4 32 Hours)

1 x Registration Services Coordinator (Grade 4 18.5 Hours)

## Casual Registration Officers (Grade 4)

### Executive Summary

2. July 2018 saw the Superintendent Registrar for Neath Port Talbot Registration Service retired from the Neath Port Talbot County Borough Council with a new Superintendent appointed. The opportunity has presented the Council with the opportunity to restructure the establishment of the Registration Service to ensure it continues to provide to ensure that it continues to provide strong and consistent services to the Neath Port Talbot community

### Background

3. The Registration Service 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 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 affected staff would be positive. The 14 day consultation period with staff and their representatives commenced on the 23<sup>rd</sup> October 2018 and concluded on the 30<sup>th</sup> October 2018. All staff were supportive of the changes made and were content for them to be implemented. 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 Registration Service staffing structure:

<b>Post</b>	<b>Status</b>
2.0 x Registrars (Grade 5 18.5 Hours)	Delete
1.0 x Deputy Registrar (Grade 3)	Delete
1.0 x Clerical Assistant	Delete
Casual Registrars (Grade 3) (As	Delete

and when required)	
Casual Registrars of Marriages (Grade 5 – bar on scp.20) (As and when required)	Delete
1.0 x Senior Registration Officer (Grade 6 – 25 Hours)	Create
1.0 x Registration Officer (Grade 5 18.5 Hours)	Create
1.0 x Registration Officer (Grade 5)	Create
1 x Registration Services Coordinator (Grade 4 32 Hours)	Create
1 x Registration Services Coordinator (Grade 4 18.5 Hours)	Create
Casual Registration Officers (Grade 4)	Create

5. All changes to staffing structure will be ring fenced to the existing Registration Staff and any vacant posts following this being advertised via the Council’s internal recruitment process. Recruitment processes will also be undertaken to recruit an increased number of Casual Registration Officers so that the Council can increase the number of services it can provide for when the demand arises, which will have the effect of increasing potential income generation that the Registration Service can undertake,
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 for this proposal presents a small increase to salaries once all employees are at the top end of the pay scale (with an additional £3,000) being required to implement; however this is outweighed by the introduction of postal charges for all applications to the register office and the introduction of a non-refundable booking deposit for all bookings of civil ceremonies (as approved by Cabinet on the 24<sup>th</sup> October 2018), as this income will counterbalance any disparity in costs. Any additional income generated will then go towards contributing to the Council's budget gap

### **Workforce Impacts**

9. This will have a positive impact upon the service, ensuring greater resilience, with opportunities for progression for 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 amended the staffing structure within the Registration Service within the Legal Services Section of the Finance and Corporate Services Directorate as follows:-

Deletion of the following posts:-

2.0 x Registrars (Grade 5 18.5 Hours)

1.0 x Deputy Registrar (Grade 3)

1.0 x Clerical Assistant

Casual Registrars (Grade 3) (As and when required)

Casual Registrars of Marriages (Grade 5 – bar on scp.20) (As and when required)

Creation of the following posts:-

1.0 x Senior Registration Officer (Grade 6 – 25 Hours)

1.0 x Registration Officer (Grade 5 18.5 Hours)

1.0 x Registration Officer (Grade 5)

1 x Registration Services Coordinator (Grade 4 32 Hours)

1 x Registration Services Coordinator (Grade 4 18.5 Hours)

Casual Registration Officers (Grade 4)

FOR DECISION

### **Reasons for Proposed Decision**

- 14 To ensure the Neath Port Talbot Registration Service continues to provide to ensure that it continues to provide strong and consistent services to the Neath Port Talbot community and a structure is adopted that allow key duties to be met but also to allow opportunities for income generation to be developed and implemented.

### **Implementation**

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

### **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)

Mrs Sharon Thomas

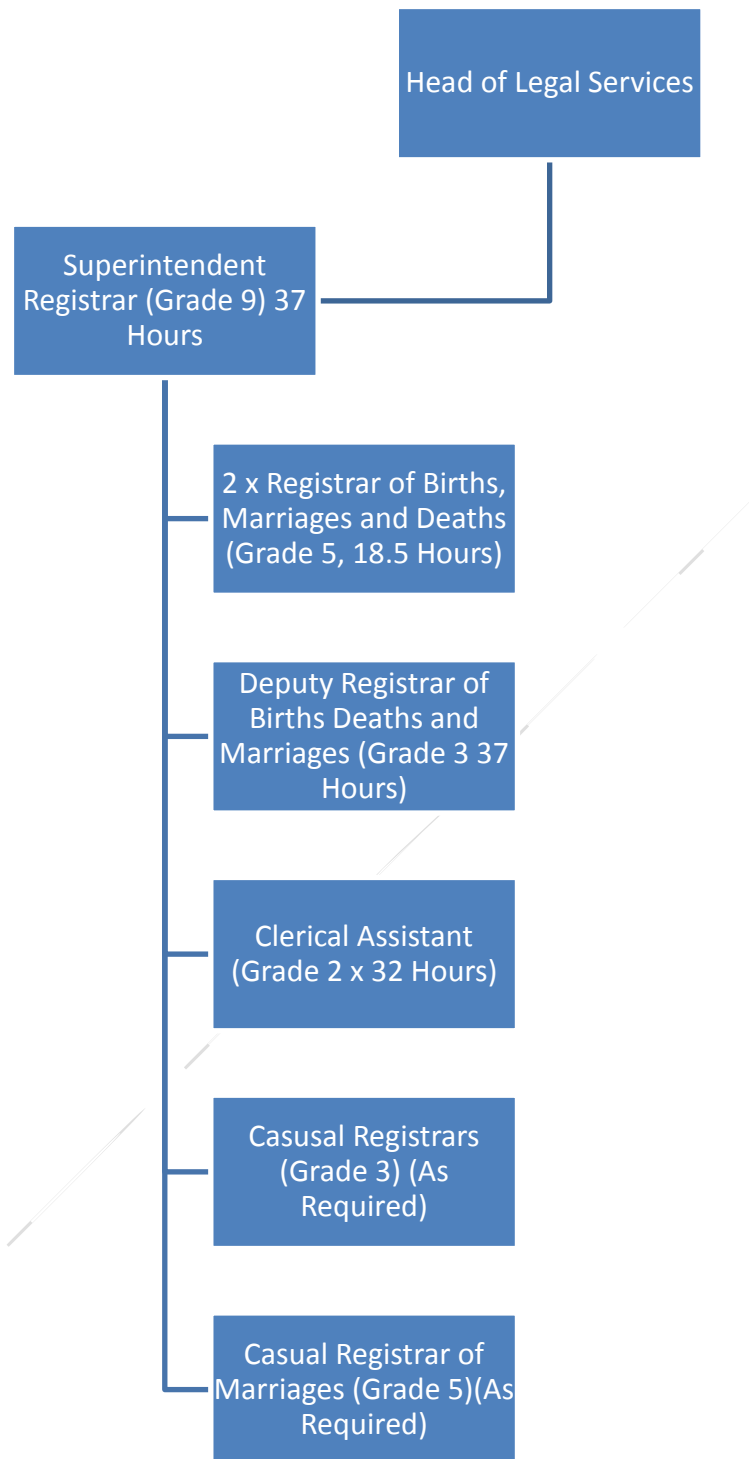
Superintendent Registrar

01639 760021

[s.thomas1@npt.gov.uk](mailto:s.thomas1@npt.gov.uk)

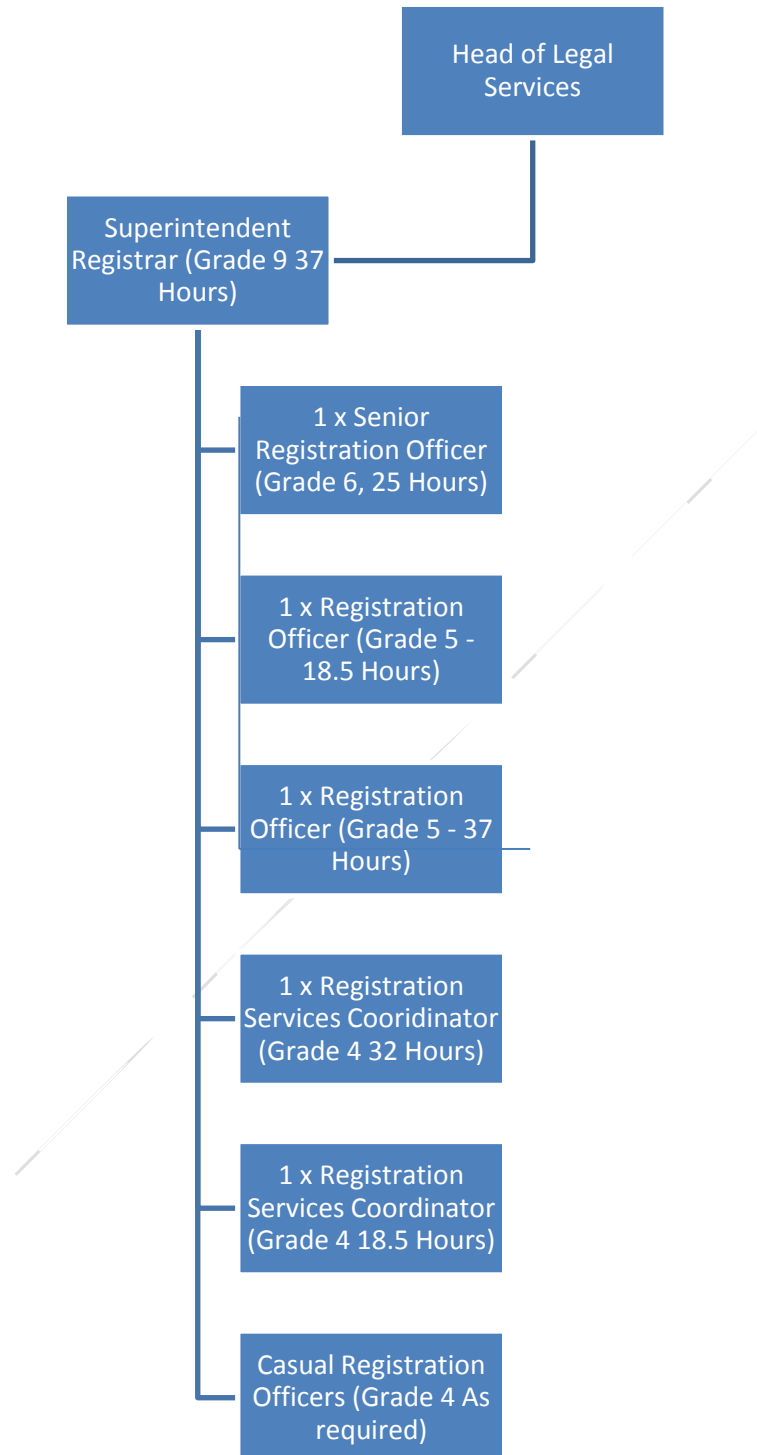
## Appendix 1

### Current Structure



## Appendix 2

### Proposed Structure





## Appendix 3

### Financial Appraisal



POST	PROPOSED CHANGE  (New Post / Delete / Regrade)	PAY GRADE		COST / (SAVING)		
		Current	Proposed	Current Year £	Full Year £	Maximum £
1.0 x Registrar (18.5 Hours)	Delete	Grade 5		(5,222)	(15,666)	(15,666)
1.0 x Registrar (18.5 Hours)	Delete	Grade 5		(5,222)	(15,666)	(15,666)
1.0 x Deputy Registrar	Delete	Grade 3		(7,763)	(23,289)	(24,106)
1.0 x Clerical Assistant (32 Hours)	Delete	Grade 2		(6,558)	(19,675)	(19,675)
Casual Registrars (As and when required)	Delete	Grade 3		(7,583)	(22,749)	(24,106)
Casual Registrars of Marriages (As and when required)	Delete	Grade 5		(8,901)	(26,703)	(31,332)

1.0 x Senior Registration Officer (25 Hours)	New Post		Grade 6	7,296	21,887	23,404
1.0 x Registration Officer (18.5 Hours)	New Post		Grade 5	5,222	15,666	15,666
1.0 x Registration Officer	New Post		Grade 5	8,901	26,703	31,332
1.0 x Registration Services Coordinator (32 Hours)	New Post		Grade 4	6,949	20,848	23,094
1.0 x Registration Services Coordinator (18.5 Hours)	New Post		Grade 4	4,018	12,053	13,352
Casual Registrars	New Post		Grade 4	8,035	24,106	26,703
<b>Total</b>				<b>(828)</b>	<b>(2,485)</b>	<b>3,000</b>

**SETUP COSTS**

	Current Year £
<b><u>Costs</u></b>	
Recruitment Costs	
Accommodation Costs	
Office Costs	
I.T.	
Other (Specify)	
<b>Total Set Up Costs</b>	<b>0</b>
<b><u>Funding of Set Up Costs</u></b>	
Revenue Budget	
Reserves	
Special Grant:	
Other (Specify)	
<b>Total Funding of Set Up Costs</b>	<b>0</b>

**RECURRING COSTS:**

	Current Year £	Full Year £	Maximum £
<b><u>Costs</u></b>			

Salary (See next page)	(828)	(2,485)	3,000
Employee Training & Seminars			
Accommodation Running Costs			
Travel & Subsistence (Standby Allowance)			
Other Running Costs - Office Supplies			
Other Running Costs - IT.			
<b>Total Recurring Costs</b>	<b>(828)</b>	<b>(2,485)</b>	<b>3.000</b>
<b><u>Funding of Recurring Costs</u></b>			
<u>External Sources</u>			
Specific Grant			
Funding from External Agencies			
Service Level Agreement			
Other (Specify)			
<u>Internal Sources</u>			
Existing Budget Allocation	(828)	(2,485)	3,000
Other (specify)			
<b>Total Funding</b>	<b>(828)</b>	<b>(2,485)</b>	<b>3,000</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 – Registration Services

Directorate: Finance and Corporate Services

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

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input checked="" 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 Registration Service 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: Sharon Thomas
Location: Legal Services, Port Talbot Civic Centre, Port Talbot
Telephone Number: 01639 760021
Date: 22 <sup>nd</sup> October 2018
<b>Approval by Head of Service</b>
Name: Craig Griffiths
Position: Head of Legal Services
Date: 22 <sup>nd</sup> October 2018