

TONBRIDGE & MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

25 September 2012

Report of the Management Team

Part 1- Public

Delegated

1 ESTABLISHMENT CHANGES

This report sets out for Members' information and endorsement a number of establishment changes that have been approved on an operational basis by the Management Team. Financial adjustments in respect of these changes will be reflected in the Estimates for 2013/14.

1.1 Introduction

1.1.1 As part of the ongoing operational management of the Council's Services, and within the context of our financial challenges, the Management Team routinely considers requests for the filling of vacancies.

1.1.2 Consideration is given by the Management Team as to

- whether a post need to be filled at all;
- whether this can be done on a fixed term or temporary basis or in another, more cost-effective, way;
- and also whether the grade and hours of the post continue to be appropriate (this could be 'up' or 'down').

1.1.3 As a result, there are occasionally adjustments to the establishment approved by the Management Team which, for completeness, we ask Members to endorse. This report sets out the changes that have occurred since the last establishment reviews and which have not been reported separately to Members.

1.2 Financial Services

1.2.1 The following adjustments have been made to better suit the operational needs and requirements of the teams involved:

- 1) Post DF0506 Benefits Assistant (scale 2/4 37 hours) - hours have been reduced to 26 hours.

- 2) Post DF0518 Benefits Assistant (30 hours) - this post has been re-graded from 2/4 to 5, re-designated Appeals and Checking Officer, and the hours increased to 37 hours.
- 3) Post DF0916 Revenue Clerk (37 hours) - this post has been re-graded from 2/3 to 2/4, re-designated Revenue Assistant with the hours reduced to 30 hours.

1.2.2 The **net saving** from these adjustments is £1,192 inclusive of oncosts.

1.3 Environmental Health

1.3.1 The following adjustment has been made to better suit the operational needs and requirements of the team involved:

- 1) Post DV0521 Senior Environmental Enforcement Officer (18.5 hours) - this post has been re-graded from 4/SO to 3/4, re-designated Environmental Enforcement Officer and the hours increased to 23 hours.

1.3.2 The **net saving** from this adjustment is £3,308 inclusive of oncosts.

1.4 Planning Services

1.4.1 The following adjustments have been made to better suit the operational needs and requirements of the teams involved:

- 1) Post DJ0119 Planning Technician (28 hours) scale 3/4 - hours have been reduced to 22 hours.
- 2) Post DJ0128 Planning Technician (37 hours) scale 3/4 - post holder is currently working to an FTE of 0.73, or the equivalent of 27 hours per week.
- 3) Post DJ0141 Scanning Clerk (37 hours) scale 1/2 - hours reduced to 22.5 hours.
- 4) Post DJ01413 Planning Clerk (37 hours) scale 1/2 - this post, previously temporary, was added as a permanent post to the establishment.
- 5) Post DJ0111 Planning Assistant / Senior Planning Officer (37 Hours) scale 4/M9 - hours have been reduced to 30 hours

1.4.2 The **net saving** to the establishment from these adjustments is £6,797 inclusive of oncosts.

1.5 Executive Services

1.5.1 The following adjustment has been made to better suit the operational needs and requirements of the team involved:

- 1) Post DC0403 Electoral Services Officer (37 hours) - this post has been re-graded from 2/3 to 3/4.

1.5.2 The **net cost** from this adjustment is £3,111 inclusive of oncosts

1.6 Legal Services

1.6.1 As mentioned in a report to General Purposes Committee in July 2012, a small change to the overall hours of the Legal Team was made in order to provide funding for improvements to the Licensing Team (GP 12/016 refers). Whilst the saving from this change was referred to in the July report, a recommendation was not made at that time to make the change permanent. This report, therefore, seeks to rectify the anomaly:

- 1) Post DR0006 Solicitor (grade M6 22.5 hours) - hours reduced to 20 hours

1.6.2 The net savings from this small change to operational arrangements have been used to fund the adjustments to the Licensing Team approved by this Committee in July and therefore to avoid 'double counting' the saving is not taken into the grand total.

1.7 Legal Implications

1.7.1 No legal issues arise as a result of these changes

1.8 Financial and Value for Money Considerations

1.8.1 These operational changes, excluding the saving from within the Legal team as explained above, contribute net savings of £8,186.

1.9 Risk Assessment

1.9.1 These changes have been made to respond to the operational needs of the Council and thereby mitigate risk.

1.10 Equality Impact Assessment

1.10.1 See 'Screening for equality impacts' table at end of report

1.11 Policy Considerations

- Human Resources
- Business Continuity/Resilience

1.12 Recommendations

1.12.1 Members are **RECOMMENDED** to endorse the adjustments set out within this report viz:

- 1) Reduce the working hours of Post DF0506 Benefits Assistant (scale 2/4) from 37 to 26 hours.
- 2) Regrade Post DF0518 Benefits Assistant from scale 2/4 to scale 5 and re-designate Appeals and Checking Officer; and increase hours from 30 to 37 hours.
- 3) Regrade Post DF0916 Revenue Clerk from scale 2/3 to scale 2/4, re-designate Revenue Assistant; and reduce hours from 37 to 30 hours.
- 4) Regrade Post DV0521 Senior Environmental Enforcement Officer from 4/SO to 3/4, re-designate Environmental Enforcement Officer and increase from 18.5 hours to 23 hours.
- 5) Reduce hours of Post DJ0119 Planning Technician (scale 3/4) from 28 to 22 hours.
- 6) Reduce equivalent hours of Post DJ0128 Planning Technician (scale 3 /4) from 37 to 27 hours.
- 7) Reduce hours of Post DJ0141 Scanning Clerk (scale 1/2) from 37 to 22.5 hours.
- 8) Establish Post DJ0143 as Planning Clerk (37 hours) on scale 1/2
- 9) Reduce hours of Post DJ0111 Planning Assistant / Senior Planning Officer (scale 4/M9) from 37 to 30 hours
- 10) Regrade Post DC0403 Electoral Services Officer (37 hours) from scale 2/3 to scale 3/4.
- 11) Reduce the hours of Post DR0006 Solicitor (grade M6) from 22.5 to hours 20 hours.

Background papers:

contact: Sharon Shelton

Nil

David Hughes
Chief Executive

Sharon Shelton
Director of Finance

Julie Beilby
Central Services Director

For Management Team

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse	No	These are operational staffing matters

Screening for equality impacts:		
Question	Answer	Explanation of impacts
impact or discriminate against different groups in the community?		
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	N/A	See above
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.