

# AGENDA ITEM 7

## POLICY, FINANCE & ADMINISTRATION COMMITTEE

30 SEPTEMBER 2015

### REPORT OF THE HEAD OF COMMUNICATIONS

#### ANNUAL STAFF REVIEW

#### 1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to brief members on the current staffing structure as at 1 April 2015 and provide information on changes to the structure since April 2014.

#### 2.0 RECOMMENDATIONS

- 2.1 **It is recommended that the report be noted.**

#### 3.0 KEY ISSUES

- 3.1 The Council operates under an approved establishment of staffing levels. Changes to the establishment can be made either through Management team or as a result of project or restructures approved through the relevant committee.

The structure at April 2014 is attached at Appendix 1  
The structure at April 2015 is attached at Appendix 2.

- 3.2 For the period 1 April 2014 to 31 March 2015 the Council saw the creation of 11.2 full time equivalent new posts and a reduction in 4.2 posts. These are summarised below:

#### **New posts funded externally**

Employment and Skills Project worker – Communities and Neighbourhoods  
Wheels to Work Client Support Officer – Communities and Neighbourhoods  
1.5 Wheels to Work Admin support – Communities and Neighbourhoods  
Apprentice – Elections – Communications  
Council Tax Recovery Assistant - Communities and Neighbourhoods  
Housing Rent Income Assistant - Communities and Neighbourhoods  
Sundry Debt Income Assistant - Communities and Neighbourhoods

#### **Review of Property structure in Central Services**

New posts - Building & Facilities Manager and Graduate Estates Officer  
Reduction - 0.5 Surveyor and Facilities Manager

#### **Review of Communications structure**

New posts – Business Analyst and 0.7 Snr Customer Services Advisor  
Reduction –Customer Services Manager, CRM Development Officer and 0.7 Customer Services Advisor.

- 3.3 In addition to the changes in 3.2 there was a temporary increase in the Regulatory Services structure which resulted in additional 0.5 administration resource until 31 March 2015. Leicestershire County Council review of Children's and Young People Services resulted in the transfer of 1.5 Outreach Workers and 1 Admin post to Leicestershire County Council.
- 3.4 The Chief Executive and Head of Communications in consultation with Management Team, have delegated authority through the constitution to approve minor additions to the approved staff establishment subject to there being adequate budgetary provision OR in each case the gross cost does not exceed £5,000 per annum when implemented and the total cost in any financial year does not exceed the sum of £20,000.
- 3.5 All of the additional posts outlined in 3.2 and 3.3 above were subject to adequate budgetary provision either through being cost neutral, as part of a saving review of the service or through external funding. As a result there has been no requirement to exercise delegated authority in 2014/15 with regard to minor additions changes to the establishment.

#### **4.0 FINANCE AND POLICY IMPLICATIONS**

- 4.1 There are no particular implications arising from this report. Any expenditure as a result of increases to the approved establishment will have been approved on an individual basis by the relevant Committee.

#### **5.0 COMMUNITY SAFETY**

- 5.1 There are no implications arising from this report.

#### **6.0 EQUALITIES**

- 6.1 There are no implications arising from this report.

#### **7.0 RISKS**

- 7.1 There are no specific risks associated with this report.

#### **8.0 CLIMATE CHANGE**

- 8.1 There are no implications arising from this report

#### **9.0 CONSULTATION**

- 9.1 All amendments of the approved establishment are undertaken in consultation with the unions. Reviews of existing structures are reported through Joint Staff Working Group.

#### **10.0 WARDS AFFECTED**

- 10.1 All

Date: 15.09.2015

Appendices : Appendix 1: Annual staff review Appendix 1 April 14 Establishment  
Appendix 2: Annual Staff Review Appendix 2 March 2015 establishment

Background Papers:

Reference : X:\Cttee, Council & Sub Cttees\PFA\2015-16\30 Sept 2015\Item 7 – AT- Annual Staff Review