

AGENDA ITEM 7

POLICY, FINANCE & ADMINISTRATION COMMITTEE

12 APRIL 2017

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 2017 and provide information on changes to the structure since April 2016.

2.0 RECOMMENDATIONS

- 2.1 **It is recommended that the report be noted.**
- 2.2 **That the protection arrangements set out in 3.5 for the Long Service Policy be approved.**

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.
- 3.2 For the period 1 April 2016 to 31 March 2017 the Council saw the creation of 11.1 full time equivalent new posts and a reduction in 17.6 posts. These are summarised below:

New posts

Lead Planning Officer x 1
Committee/admin Support x 0.3
Reprographics/Election Admin Support x 1
Community Safety Officer x 0.5
Welland Procurement Standards Manager x 1
Corporate Policy Manager x 0.5
Digital Communications Officer x 1 (fixed term)
GIS Technician x 0.5 (fixed term)
Senior Customer Liaison Officer x 3.3
Planning Officer x 1
Customer Services Apprentice x 1

Deleted posts

Supporting People Officers x 2
Culture & Leisure Officer x 0.5
Vulnerable Adults Co-ordinator x 1
M&ML Apprentice x 1
Benefits Team Leader x 1
Customer Services Team Leader x 1

People Manager x 1
Business Advisor (Licensing) x 0.5
Applications and Advice Manager x 0.6
Elections Apprentice x 1
Customer Service Advisors x 7.6
Customer Services Admin Support x 0.7

3.3 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.

3.4 All of the additional posts outlined in 3.2 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 2016/17 with regard to minor additions changes to the establishment.

3.5 **Long Service Policy**

From 1 January 2017 a new Long Service Award Policy has been implemented. The revised policy now acknowledges long service while employees are still in service by awarding gift vouchers for employees who have worked more than 10 years. The previous long service policy rewarded employees when they retired or were made redundant and rewarded service over 15 years. The amount payable for service over 15 years was more than the new revised scheme.

Concerns have been raised by some employees who were due to retire or who were being made redundant after 1 Jan 2017 as the new policy is less favourable for them. Following consultation with the Unions and Management Team, it is proposed to protect employees who were due to retire or being made redundant, for 2 years. Employees who are identified in that category have the option to defer their long service award under the current scheme and opt to have their long service paid under the old scheme.

Employees will be given 4 weeks to make their decision. This decision will be acted on. Employees are not entitled to receive benefit under both schemes. If an employee has already received vouchers under the old scheme and wishes to be protected under the old scheme, the amount issued will be noted and deducted from the final amount due at termination of employment.

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.

4.2 It is anticipated that the protection arrangements for the Long Service Awards will incur small costs but these will be met from existing salary budgets.

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

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Date: 03/04/2017

Appendices :

Background Papers:

Reference : X:\Cttee, Council & Sub Cttees\PFA\2016-17\12 April 2017\Item 7 – AT- Annual Staff Review