

**South Ayrshire Council**

**Report by Head of Legal and Democratic Services  
to Leadership Panel  
of 13 February 2018**

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**Subject: Democratic Support - Revised Staffing Structure**

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**1. Purpose**

- 1.1 The purpose of this report is to seek approval for the proposed changes within the Democratic Support staffing structure (as outlined in [Appendix 1](#)) following completion of the Service Review of Democratic Support.

**2. Recommendation**

**2.1 It is recommended that the Panel:**

**2.1.1 approves the deletion of the following posts within Democratic Support:**

- 1 x Council/ Civic Officer Level 8 post;
- 1 x Assistant Senior Council/ Civic Officer Level 6 post;
- 2 x Council/ Civic Officer Level 4 posts;
- 1 x Members Services Officer Level 4 post; and
- 1 x 0.5 Clerical Assistant Level 4 post; and

**2.1.2 approves the creation of the following posts within Democratic Support:**

- 1 x Senior County Buildings Officer Level 7 post;
- 2 x County Buildings Officer Level 4 posts;
- 1 x Civic Driver/ County Buildings Officer Level 4 post; and
- 1 x 0.43 FTE Clerical Assistant (Messenger) Level 1 post.

### **3. Background**

- 3.1 A report on the Service Review of Democratic Support was submitted to the Leadership Panel of 16 February 2016, and Members agreed that further work be undertaken to review support required by the Provost and to support the operation of County Buildings.
- 3.2 This work has now been undertaken by officers. Consultation took place with the Provost in relation to support requirements for the civic office and the changes that are now proposed reflect those discussions.
- 3.3 Currently, the Provost is driven to civic events by either the Level 8 Council Officer/ Civic Officer or by the Level 6 Assistant Senior Council Officer, or, less frequently, by a Level 4 Assistant Council Officer. The majority of civic events take place outwith office hours and the chauffeuring for these events is primarily undertaken by the Level 8 and the Level 6 Council Officer posts resulting in a substantial annual overtime cost.
- 3.4 From January 2017 we have been able to resource some of the out of hours driving and caretaking work through deployment of two Bank Driver/ Caretaker staff at Level 3, thus reducing the amount of more expensive overtime. These posts were created by the Chief Executive exercising her delegated authority, funded from existing resources. This decision was taken following a period of unexpected difficulty during the summer of 2016 when one member of staff was off work for several weeks with an injury, another was on annual leave and another was unable to undertake overtime due to family commitments, leaving the service reliant on other drivers within the Council, executive cars and taxis.
- 3.5 Following the decision of the Appeals Panel on 14 February 2017, officers have been required, until 13 February 2018, to offer all out of hours driving work to the existing Council/ Civic Officers before calling on the Bank Driver/ Caretakers. This means those permanent members of staff are still working very long hours, and the Council is still incurring high overtime costs, which is not sustainable. Accordingly officers have sought to devise a set of jobs that enable core services to be delivered efficiently and less expensively.

### **4. Proposals**

- 4.1 The proposals reflect both the need to meet approved savings and to deliver a better service through improved resilience at operational level to ensure that managers can allocate appropriate resources to necessary tasks and reduce overtime, without prejudicing service delivery.

#### **4.2 Civic Driving**

- 4.2.1 It is proposed to create within the permanent team a new full time Civic Driver/ County Buildings Officer, graded Level 4, to work 5 days over 7, with the balance of the 35 hours that are not taken up driving being allocated as required to support County Buildings. This will incur an 'unsocial hours' pay increment of 5%, being £1,119 per annum. At times when the new Civic Driver/ County Buildings Officer is driving at the weekends, any overtime required within County Buildings will be offered to the core team, with the Bank Driver/ Caretakers providing any necessary back up.

4.2.2 It is proposed to advertise the Level 4 Civic Driver / County Buildings Officer post on a 6-month temporary basis initially that can be extended, if necessary, to ensure the demands of the service can be met from the new team. In the meantime, it is proposed to retain the Bank Driver/ Caretaker posts to provide back up if and when required and to cover any periods of unexpected absence. The Trade Unions have been fully consulted on this basis.

4.3 ***County Buildings Officers, Reception, Print Room/ Mail Room within County Buildings***

4.3.1 In order to ensure the existing staff supporting the operation of County Buildings can work as flexibly as possible across the various functions that need to be undertaken, it is proposed to bring together the various tasks related to the operation of County Buildings as the Council's headquarters rather than split these between different posts at the same grade, as currently. It is proposed that:

- the team comprising the new Senior County Buildings Officer, the two County Buildings Officers, the new Civic Driver/ County Buildings Officer will assume responsibility for reception and print/ mail room duties, with this team being co-ordinated by the new Senior County Buildings Officer post; and
- the Level 1 messenger posts will be line managed by the Co-ordinator, Democratic Support.

4.3.2 As outlined at paragraph 4.3.1 above, it is proposed that existing posts are deleted and replaced with posts that have appropriate job remits to enable the team focused on County Buildings to cover all of the necessary tasks, to increase the resilience and efficiency of the team.

4.3.3 Following improvements and efficiencies arising from the review by the Business Improvement Team of the ways in which the Council manages its mail, a temporary Clerical Assistant (Messenger) post (0.43FTE) was created and funded by the service from underspends and vacant posts. It is proposed to formalise this post in the structure as part of this review, at a cost of £9,085 to the service.

4.3.4 Accordingly, approval is sought for the following proposals:

- (i) the existing 1 x FTE Council Officer/ Civic Officer post, graded Level 8 be deleted;
- (ii) the existing 1 x FTE Assistant Council Officer post, graded Level 6, be deleted;
- (iii) the existing 2 x Assistant Council/ Civic Officer posts, graded Level 4, be deleted;
- (iv) the existing vacant Assistant Members Services Officer post, graded Level 4, be deleted;

- (v) a new 1 x FTE Senior County Buildings Officer post, graded Level 7, be created;
- (vi) two new 1 x FTE County Buildings Officer posts, graded Level 4, be created;
- (vii) one new 1 x FTE Civic Driver/ County Buildings Officer post, graded Level 4, be created;
- (viii) one new 0.43 x FTE Clerical Assistant (Messenger) post, graded Level 1, be created; and
- (ix) the existing vacant 0.5 x FTE Clerical Assistant post, graded Level 4, be deleted.

4.4 Democratic Support is required to achieve a saving for 2016/17 of £47,000. These proposals result in a saving of £36,229, with the balance of the saving to be resolved through a reduction in other historically underspent budget lines within the service.

4.5 Details of new posts/ existing posts affected by the proposed revised structure are as outlined below. The grades of the new posts have been determined through the job evaluation process.

<b>Posts</b>	<b>Grade</b>	<b>Cost</b>	<b>Totals</b>
<b>Deleted</b>			
1 x Council Officer/ Civic Officer	Level 8	£38,826	
1 x Assistant Senior Council Officer	Level 6	£30,386	
2 x Assistant Council/ Civic Officers	Level 4	£47,915	
1 x Assistant Members Services Officer	Level 4	£22,377	
0.5 x FTE Clerical Assistant	Level 4	£11,311	£150,815
<b>New</b>			
1x Senior County Buildings Officer	Level 7	£34,254	
2 x County Buildings Officer	Level 4	£47,498	
1 x Civic Driver/ County Buildings Officer	Level 4	£23,749	
1 x 0.43 FTE Clerical Assistant (Messenger)	Level 1	£9,085	£114,586
<b>Balance</b>			<b>36,229</b>

## 5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report.

## **6. Financial Implications**

6.1 The proposals, if accepted, will realise a saving of £36,229 through a reduction in the staffing establishment with the balance of approximately £11,000 being met through a reduction in other historically underspent budget lines within the service. Any severance costs that arise will be met from the 'reserves for workforce change' budget.

## **7. Human Resources Implications**

7.1 The terms of the Council's Managing Change policy will apply, as appropriate, including considerations for redeployment of displaced employees to suitable alternative jobs. However, it should be noted that employees can refuse such an offer if the alternative job is deemed to be 'unsuitable' and if this refusal is reasonable. In such a situation, the employee will be entitled to the appropriate severance payments and benefits.

7.2 The proposals have been discussed in detail with the Trade Unions. The Trade Unions have expressed concerns that the only jobs on the new structure that may be available to some employees will be at a lower grade to their current post. This may be the case. The revised structural proposals reflect the requirements of the service in order to deliver on Council priorities. If the only post available to an employee is at a lower grade than his or her current post, salary will be preserved in accordance with the Managing Change Policy.

## **8. Risk**

### **8.1 *Risk Implications of Adopting the Recommendations***

8.1.1 There are no risks associated with adopting the recommendations.

### **8.2 *Risk Implications of Rejecting the Recommendations***

8.2.1 Rejecting the recommendations carries a risk that the staff resource will not be able to meet service demands in a cost effective manner.

## **9. Equalities**

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as [Appendix 2](#).

## **10. Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

## 11. Options Appraisal

- 11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

## 12. Link to Council Plan

- 12.1 The matters referred to in this report contribute to the Council strategic objective of 'Improve the way that we work as a Council' and within that to the outcome 'A flexible workforce with the skills and knowledge to deliver services efficiently and effectively'.

## 13. Results of Consultation

- 13.1 Consultation has taken place with all Members, with the members of the Pre-2017 Local Government Election Member/ Officer Working Group (which includes the Provost), with all affected staff and with the Trade Union. The proposals take account of feedback received.
- 13.2 Consultation has taken place with Councillor Peter Henderson, Portfolio Holder for Resources and Performance, and the contents of this report reflect any feedback provided.

## 14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Head of Regulatory Services will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

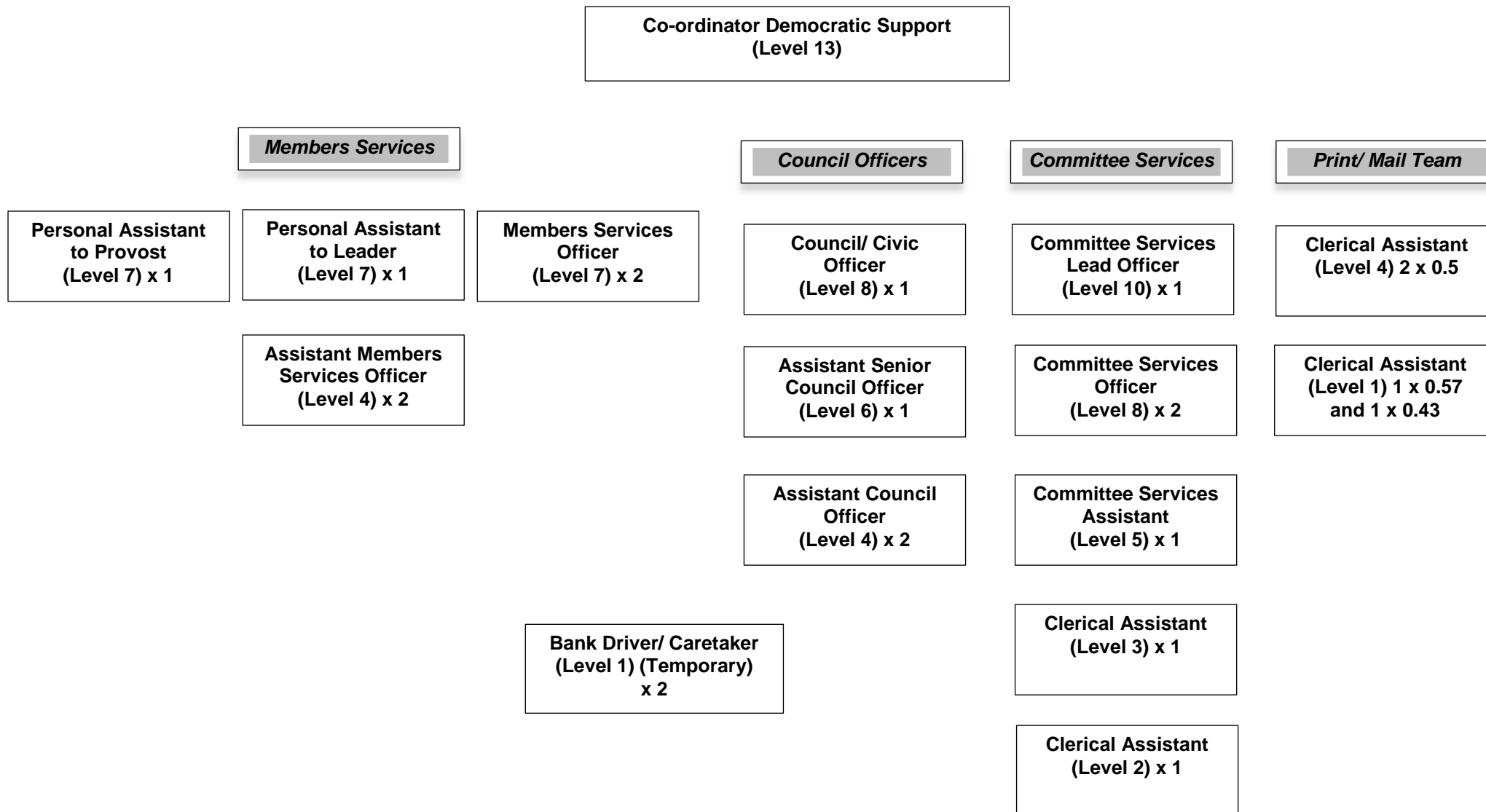
<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Implement new structure	31 March 2018	Head of Regulatory Services

**Background Papers**    **Report to Leadership Panel of 16 February 2016 – [Service Review of Democratic Support](#)**

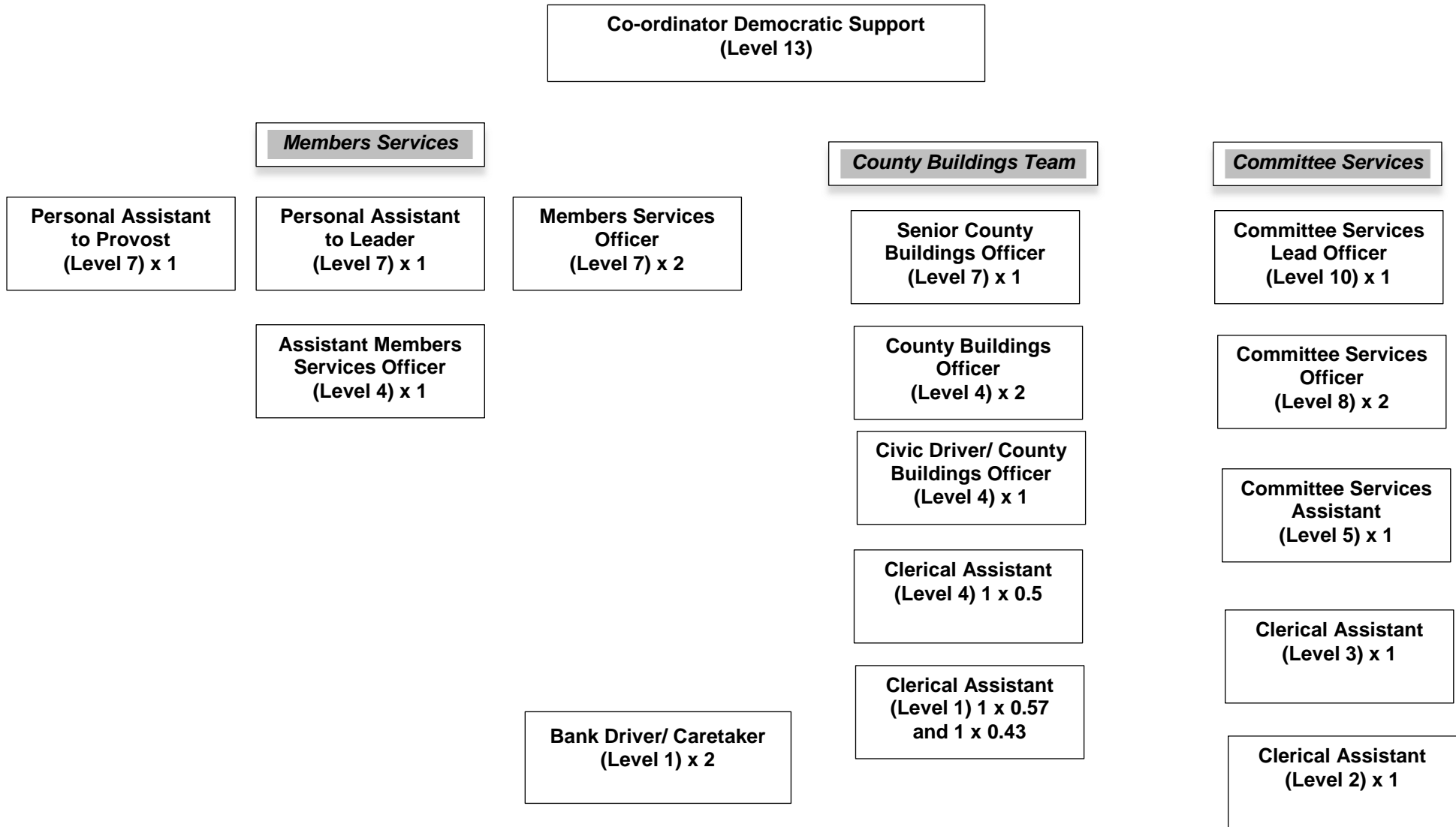
**Person to Contact**    **Ralph Riddiough, Head of Legal and Democratic Services  
County Buildings, Wellington Square, Ayr, KA7 1DR  
Phone 01292 612245  
E-mail [ralph.riddiough@south-ayrshire.gov.uk](mailto:ralph.riddiough@south-ayrshire.gov.uk)**

**Date:** 5 February 2018

## Democratic Support – Current Structure



## Democratic Support – Proposed Structure





## 1. Proposal details

Proposal Title <b>Democratic Support – Revised Staffing Structure</b>	Lead Officer <b>Ralph Riddiough</b>
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2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this proposal? Please indicate whether these would be positive or negative impacts

Community, Groups of People or Themes	Negative Impacts	Positive impacts
The whole community of South Ayrshire	-	-
People from different racial groups, ethnic or national origin.	-	-
Women and/ or men (boys and girls)	-	-
People with disabilities	-	-
People from particular age groups for example Older people, children and young people	-	-
Lesbian, gay, bisexual and heterosexual people	-	-
People who are proposing to undergo, are undergoing or have undergone a process to change sex	-	-
Pregnant women and new mothers	-	-
People who are married or in a civil partnership	-	-
People who share a particular religion or belief	-	-
Thematic Groups: Health, Human Rights, Rurality and Deprivation	-	-

3. Do you have evidence or reason to believe that the proposal will support the Council to:

General Duty and other Equality Themes	Level of Negative and/ or Positive Impact (high, medium or low)
Eliminate discrimination and harassment faced by particular communities or groups	Low impact
Promote equality of opportunity between particular communities or groups	Low impact
Foster good relations between particular communities or groups	Low impact
Promote positive attitudes towards different communities or groups	Low impact
Increase participation of particular communities or groups in public life	Low impact
Improve the health and wellbeing of particular communities or groups	Low impact
Promote the human rights of particular communities or groups	Low impact
Tackle deprivation faced by particular communities or groups	Low impact

## 4. Summary Assessment

<b>Is a full Equality Impact Assessment (EQIA) required?</b> (A full EQIA must be carried out on all high and medium impact proposals)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Rationale for decision:</b>  <b>This report seeks Members' approval of a revised staffing structure for Democratic Support. Their decision on this has no specific equality implications.</b>	
Signed : <b>Ralph Riddiough</b>	Head of Service
Date: <b>18 January 2018</b>	Copy to <a href="mailto:equalities@south-ayrshire.gov.uk">equalities@south-ayrshire.gov.uk</a>