

**South Ayrshire Council**

**Report by Depute Chief Executive and Director - People  
to Leadership Panel  
11 June 2019**

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**Subject: Implementation of Budget Savings – Public Affairs**

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**1. Purpose**

1.1 This report relates to savings agreed as part of the 2019/20 budget setting process and seeks approval of the proposed changes to staffing arrangements within Public Affairs.

**2 Recommendations**

2.1 It is recommended that the Panel:

2.1.1 approves the proposed changes to structural staffing arrangements within Public Affairs; and

2.1.2 approves the transfer of the Public Affairs service to Employee and Customer Services.

**3. Background**

3.1 At its meeting of 28 February 2019, as part of the budget-setting process, the Council agreed to savings totalling £33,361 from Public Affairs by reviewing staffing arrangements.

3.2 The current staffing structure within Public Affairs is:

<b>Post Title</b>	<b>Number</b>	<b>Grade</b>
Service Lead – Public Affairs	1	Level 15
Communications Officer	2	Level 10
Graphic Designer	1	Level 8
Brand and Campaigns Support Officer	1	Level 5

3.3 In relation to the other Service Leads across the Council, the post of Service Lead – Public Affairs has a relatively small remit.

3.4 In addition, the introduction of the SAC Live Magazine and the need for more comprehensive and consistent communication, messaging and branding both internally and externally; would be better managed by a more co-ordinated approach.

3.5 The current arrangements for sourcing and invoicing printing and design work is co-ordinated by a Brand and Campaigns Support Officer within the Public Affairs team who processes requests to the Council's contracted providers of printing and design services. This creates an additional step in a process which could be better streamlined, with Service Leads having more autonomy and choice by dealing directly with the providers themselves.

#### **4. Proposals**

4.1 To achieve the £33,361 budget savings agreed by Council, it is proposed to:

- delete 1FTE Service Lead – Public Affairs post, Level 15 and replace it with a new post - Co-ordinator – Public Affairs, which has been evaluated at Level 13, which will realise a saving of £8,768; and
- delete 1FTE Brand and Campaigns Support Officer post, Level 5 which will realise a saving of £24,593.

4.2 It is also proposed to transfer the new Co-ordinator post and the remainder of the team into Employee and Customer Services under the management of the Service Lead – Organisational Development and Customer Services.

4.3 The current Service Lead – Public Affairs has confirmed that she wishes to pursue the option of voluntary severance.

4.4 The current Brand and Campaigns Support Officer has confirmed that she wishes to pursue the option of redeployment and a trial period is underway pending approval of these proposals.

#### **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 implementation of these changes will achieve the £33,361 budget saving required for People Directorate, agreed by Council on 28 February 2019. The cost to the Council for voluntary severance is [REDACTED] which would be funded through the workforce change budget.

#### **7. Human Resources Implications**

7.1 The proposed staffing changes are the deletion of 2FTE permanent posts (Level 15 and Level 5) and the creation of 1FTE (Level 13). The changes will be

implemented in accordance with the Council's Framework for Managing Workforce Change; the proposed arrangements for the staff involved are outlined at 4.2 and 4.3 above.

## **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 Rejection of the recommendations would mean a failure to deliver budget savings agreed by Council in February 2019.

## **9. Equalities**

9.1 The proposals in this report have been assessed through the Equalities Impact Assessment Scoping process, and there are no significant positive or negative equality impacts of agreeing the recommendations, therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 1.

## **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 'Effective Leadership that Promotes Fairness'.

## **13. Results of Consultation**

13.1 Public consultation took place in relation to the general savings proposals at various locations across South Ayrshire, and through the Budget Engagement Survey.

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.

13.3 Consultation has taken place with Trade Unions and the contents of this report reflect any feedback provided.

#### 14. Next Steps for Decision Tracking

- 14.1 If the recommendations above are approved by Members, the Depute Chief Executive and Director - People 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:

<b><i>Implementation</i></b>	<b><i>Due date</i></b>	<b><i>Managed by</i></b>
Deletion/ creation of posts to support changes and transfer of remaining staff to Employee and Customer Services	30 June 2019	Executive Manager - People

**Background Papers** None

**Person to Contact** Jane Bradley, Executive Manager - People  
County Buildings, Wellington Square, Ayr, KA7 1DR  
Phone 01292 612045  
E-mail [jane.bradley@south-ayrshire.gov.uk](mailto:jane.bradley@south-ayrshire.gov.uk)

**Date:** 31 May 2019

South Ayrshire Council Equality Impact Assessment Scoping

1. Proposal details

Proposal Title <b>Implementation of Budget Savings – Public Affairs</b>	Lead Officer <b>Jane Bradley</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	None	None
People from different racial groups, ethnic or national origin.	None	None
Women and/or men (boys and girls)	None	None
People with disabilities	None	None
People from particular age groups for example Older people, children and young people	None	None
Lesbian, gay, bisexual and heterosexual people	None	None
People who are proposing to undergo, are undergoing or have undergone a process to change sex	None	None
Pregnant women and new mothers	None	None
People who are married or in a civil partnership.	None	None
People who share a particular religion or belief	None	None
Thematic Groups: Health, Human Rights, Rurality and Deprivation.	None	None

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	
Promote equality of opportunity between particular communities or groups	
Foster good relations between particular communities or groups	
Promote positive attitudes towards different communities or groups	
Increase participation of particular communities or groups in public life	
Improve the health and wellbeing of particular communities or groups	
Promote the human rights of particular communities or groups	
Tackle deprivation faced by particular communities or groups	

4. Summary Assessment

Is a full Equality Impact Assessment required? (A full EIA must be carried out on all high and medium impact proposals)	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Signed: Jane Bradley - Executive Manager, People		
Date: 16 May 2019	Copy to <a href="mailto:equalities@south-ayrshire.gov.uk">equalities@south-ayrshire.gov.uk</a>	