

South Ayrshire Council

**Report by Head of Regulatory Services
to Leadership Panel
of 26 November 2019**

Subject: Democratic Support – Savings Proposal and Wider Service Review

1. Purpose

1.1 The purpose of this report is to seek approval for a proposed change within the Committee Services staffing structure in order to realise a saving and for officers to undertake and complete a Service Review within Democratic Support in 2020.

2. Recommendation

2.1 It is recommended that the Panel:

2.1.1. approves the deletion of a 0.6 FTE post of Clerical Assistant, Level 3, within Committee Services which is currently vacant; and

2.1.2 approves the commencement and completion of a Service Review within Democratic Support by 30 June 2020.

3. Background

3.1 As a result of a Council decision in February 2019, it was agreed that savings of £33,910 be realised from within Democratic Support.

3.2 In the intervening period, preliminary work has been carried out to identify areas that may yield savings as a result of new ways of working and/ or changes in service demand.

3.3 During this period a 0.6 FTE post of Clerical Assistant, Level 3, within Committee Services became vacant, and it is proposed that this post be deleted resulting in a saving of £10,228.

3.4 While other areas within Democratic Support have been considered to meet the balance of the savings required, including those relating to the Print Room/ Mail Room and Messenger posts, it has become apparent that further work requires to be carried out to better understand and determine service and customer requirements. As a result, it has been decided that these proposals be considered next year as part of a wider service review to consider suggestions for existing savings and to highlight possible future savings.

4. Proposals

4.1 It is proposed that:

4.1.1 the current vacant 0.6 FTE post of Clerical Assistant, Level 3, within Committee Services be deleted, yielding a saving of £10,228; and

4.1.2 a Service Review within Democratic Support be carried out and completed by 30 June 2020 in order to consider suggestions for existing savings and to highlight possible future savings.

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 £10,228 through a modest reduction in the staffing establishment, during the current financial year. The Democratic Governance staffing levels efficiency has therefore only been partly achieved at this time and is currently being addressed in this current financial year on a temporary basis via vacancy management. Proposals to achieve the balance of £23,682 on a permanent basis will be brought during the next financial year as a result of the Service Review to be completed by 30 June 2020.

7. Human Resources Implications

7.1 The proposal will result in the permanent deletion of a 0.6 FTE post of Clerical Assistant, Level 3, within the Committee Services staffing structure. The work undertaken by this post will be carried out by the remaining 0.4 FTE post of Clerical Assistant, Level 3, and by other clerical staff of a similar grade within Democratic Support.

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 may increase the financial burden on the Council.

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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 1](#).

10. Strategic Environmental Assessment.

- 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' and within that to the outcome 'Ensure the Council is structured to make the best use of resources'.

13. Results of Consultation

- 13.1 Consultation has taken place with Councillor Peter Henderson, Portfolio Holder for Resources and Performance, and the contents of this report reflect any feedback provided.
- 13.2 The Trade Unions have been advised about the proposed deletion of the 0.6 FTE post of Clerical Assistant, Level 3, and have raised no issues in this regard.

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>
Deletion of vacant 0.6 FTE post of Clerical Assistant, Level 3	31 December 2019	Service Lead – Democratic Governance
Service Review of Democratic Support	Expediting for conclusion no later than 30 June 2020	Service Lead – Democratic Governance

Background Papers **Report to South Ayrshire Council of 28 February 2019 –**
[Revenue Estimates 2019/20 and Capital Estimates 2019/20 to](#)
[2028/29](#)

Person to Contact **Catriona Caves, Head of Regulatory Services**
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone: 01292 612556
E-mail: catriona.caves@south-ayrshire.gov.uk

Wynne Carlaw, Service Lead – Democratic Governance
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone: 01292 612192
E-mail: wynne.carlaw@south-ayrshire.gov.uk

Date: 22 November 2019

1. Proposal details

Proposal Title Democratic Support – Savings Proposal and Wider Service Review	Lead Officer Wynne Carlaw
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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

Is a full Equality Impact Assessment (EQIA) required? (A full EQIA must be carried out on all high and medium impact proposals)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Rationale for decision: A full EIA is not required on this occasion as the decision on the efficiency measure has no specific equality implications			
Signed :	Catriona Caves	Head of Service	
Date:	23 October 2019	Copy to equalities@south-ayrshire.gov.uk	