

**REPORT TO: TAYSIDE VALUATION JOINT BOARD – 15 JUNE 2015**

**REPORT ON: REVIEW OF STAFF STRUCTURE**

**REPORT BY: ASSESSOR**

**REPORT NO: TVJB 9-2015**

## **1 PURPOSE OF REPORT**

1.1 The purpose of this report is to update the Board of a revised staffing structure for the Assessor and Electoral Registration Officer's Service.

## **2 RECOMMENDATIONS**

2.1 That the Board notes the following amendments to the staff structure:-

2.2 The deletion of the following posts:-

- Senior Valuer (Perth & Kinross), Grade 9, £36,058 - £39,415
- Technician (Dundee), Grade 5, £20,469 - £23,054
- Clerical Assistant/Typist (Dundee), Grade 2, £14,689 - £16,341

2.3 The establishment of the following permanent posts:-

- IT Assistant (Dundee), Grade 5, £20,469 - £23,054
- Clerical Assistant (Angus), Grade 2, £14,689 - £16,341
- Clerical Assistant (Perth & Kinross), Grade 2, £14,689 - £16,341

2.4 The appointment of the following 2 temporary posts for a period of 6 months:-

- 1 x Clerical Assistant/Canvasser (Angus), Grade 2, £14,689 - £16,341
- 1 x Clerical Assistant/Canvasser (Perth & Kinross), Grade 2, £14,689 - £16,341

## **3 FINANCIAL IMPLICATIONS**

3.1 The deletion of the permanent posts noted at 2.2 above and their replacement with the permanent posts noted above at 2.3 will result in a net saving of £23,074. This saving has been reflected in the 2015/16 budget approved by the Board on 26 January 2015. The cost of the temporary posts noted at 2.4 above (£16,341) will be met from funds provided by the Cabinet Office to meet the implementation costs of Individual Electoral Registration. The indicative Cabinet Office 2015/16 funding allocation for the Board is £84,248.

## **4 POLICY IMPLICATIONS**

4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## **5 REVIEW OF STAFF STRUCTURES**

5.1 In the light of workload pressures arising from the introduction of Individual Electoral Registration it has been necessary to review both the IT Section Staff Structure and the Administration Staff Structure.

5.2 The review has determined that the staffing resource required to meet the increased IT workloads (which include further development of the network

infrastructure together with managing and maintaining PSN connectivity) requires to be increased by the appointment of one additional, permanent, IT Assistant. This position, which has been evaluated at Grade 5, will increase the existing IT staff complement from three individuals to four individuals in total.

- 5.3 The review has determined that the staffing resources available to the Administration Sections in Angus and Perth & Kinross also require to be increased to meet the additional workloads imposed by the introduction of Individual Electoral Registration. The additional duties largely relate to a significantly office based workloads resulting from the issue of new forms, letters, emails and other material together with an increased volume of telephone enquiries. However, there is also a new, additional, requirement to undertake door to door canvass visits throughout the year. Following consultation it has been determined that the staffing resource should be increased by appointing two additional, permanent, Clerical Assistants, one in the Angus Division and one in the Perth and Kinross Division. In addition it has been determined that an additional, temporary, Clerical Assistant / Canvasser position should be established in each office. These posts have been evaluated at Grade 2 and the appointments are for a period of 6 months. At the end of the six month period both the resource requirement and the availability of funding will be reviewed to ascertain whether these posts should continue.
- 5.4 In conjunction with the above reviews, and in recognition of current budgetary constraints, a review of the other staffing resources within the Board has been undertaken. This has highlighted that three positions have recently become vacant which include; one Senior Valuer (Perth & Kinross), one Technician (Dundee) and one Clerical Assistant/Typist (Dundee). In the circumstances of the postponement of the Non-Domestic Rating Revaluation until 2017, it has been determined that these positions can be deleted at this time.
- 5.5 As outlined in the agenda note to the Joint Board meeting of 16 January 2015, the Assessor has sought the approval of the Convenor, Vice Convenor, Spokesperson, Clerk & Treasurer and, having received such approval, has made arrangements to appoint staff to the above positions.

## **6 CONSULTATION**

- 6.1 The Clerk and Treasurer to the Board, the Head of Human Resources, Dundee City Council, and the Trade Union, Unison, have been consulted on this report.

## **7 BACKGROUND PAPERS**

- 7.1 None

**ALASTAIR KIRKWOOD**  
Assessor

**June 2015**