

Appendix 1

NEW POSTS

<u>Post No.</u>	<u>Description</u>	<u>Grade</u>
	Finance Trainee x 2	TBE
	Financial Assessment Officer x 4	TBE
	Social Fund Assessment Officer	TBE Fixed Term
	Asst. Pensions Manager	TBE
	Team Leader – Benefits	TBE
	Team Leader – Benefits	TBE
	Team Leader – Employers & Non-LG schemes	TBE
	Team Leader – Comms and IT	TBE
	Pensions Officer – Benefits	TBE
	Pensions Officer – Benefits	TBE
	Pensions Officer – Benefits	TBE
	Pensions Officer – Benefits	TBE
	Pensions Officer – Benefits	TBE
	Pensions Officer – Benefits	TBE
	Pensions Officer – Employers & non-LG schemes	TBE
	Pensions Officer – Employers & non-LG schemes	TBE
	Pensions Officer – Comms and IT	TBE
	Pensions Assistant – Benefits (Pensions Payroll)	TBE
	Pensions Assistant	TBE
	Pensions Assistant – Employers & non-LG schemes	TBE
	Pensions Assistant – Comms & IT (Post etc.)	TBE
	Pensions Assistant/Trainee	TBE
	Pensions Assistant/Trainee	TBE
	Financial Inclusion Officer	TBE
	Financial Inclusion Officer	TBE
	Application Support Specialist	TBE
	Application Support Specialist	TBE
	Application Support Specialist	TBE
	Application Support Specialist	TBE Fixed Term
	Application Support Specialist	TBE Fixed Term
	Payroll Team Leader	TBE
	Payroll Team Leader	TBE

TOTAL 33 Permanent
3 Fixed Term

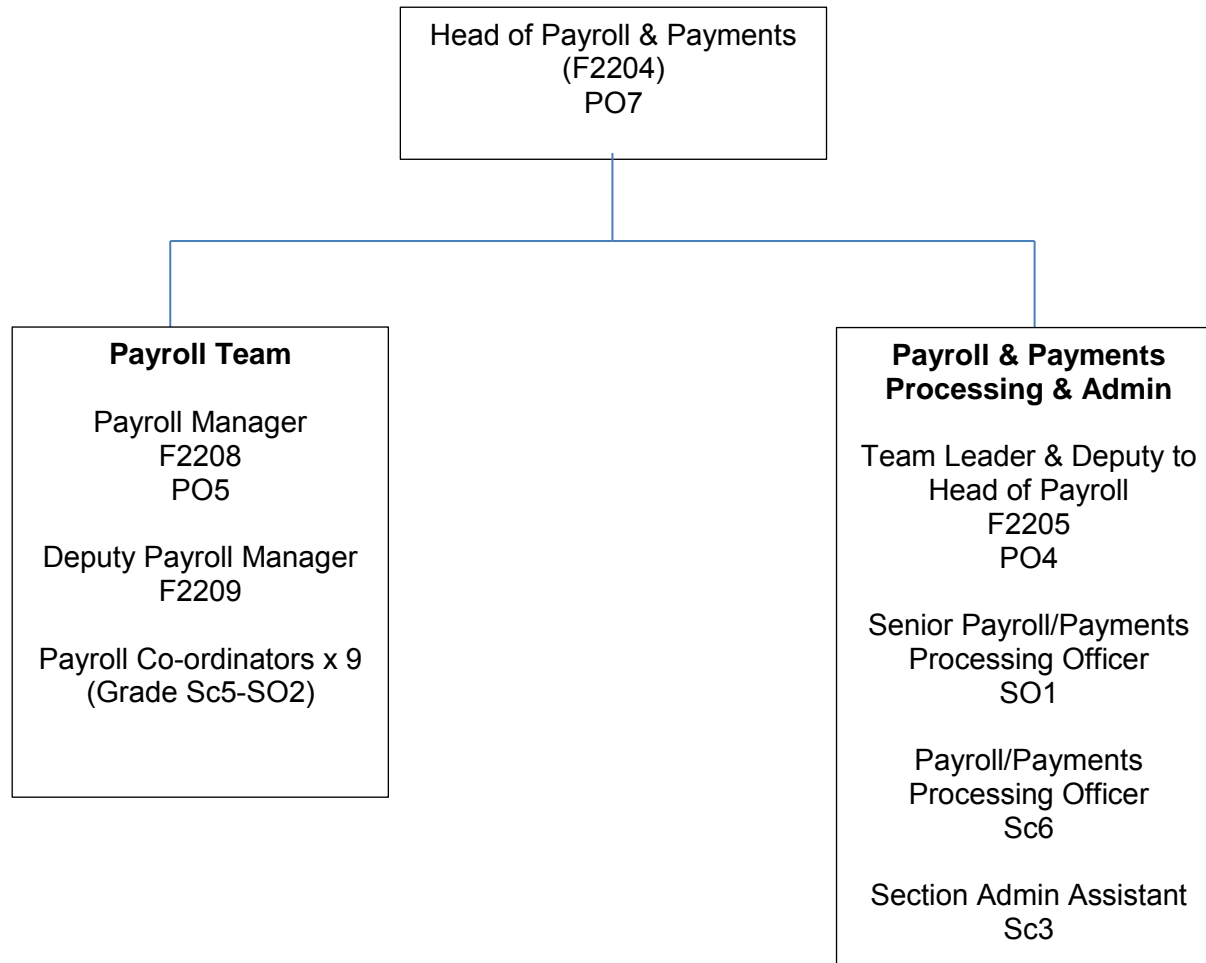
FIXED TERM POSTS EXTENDED or made permanent

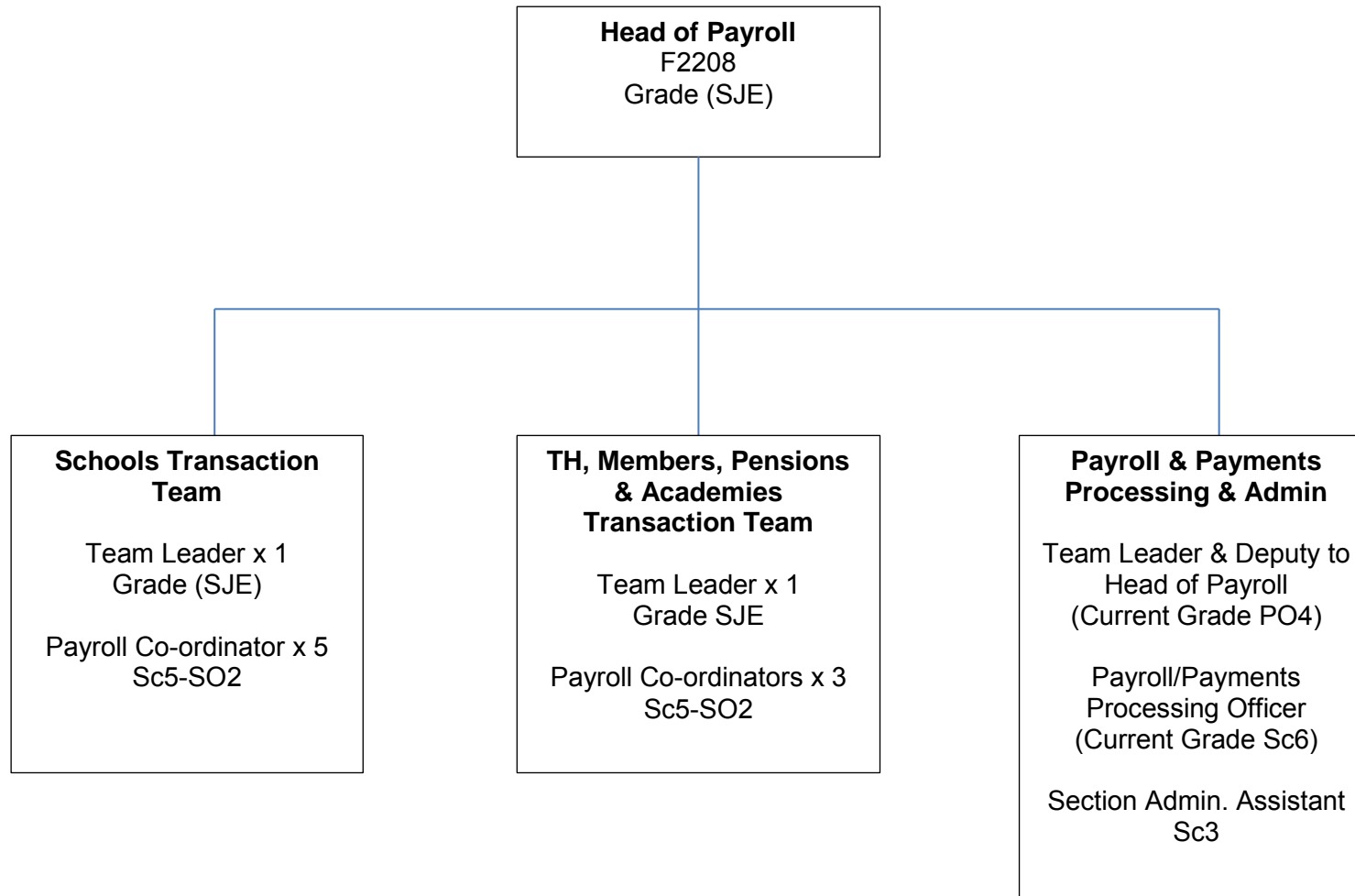
FA100	Investigations Officer (Tenancy) Fixed Term	SO1	Extended fixed term
FD001	Head of Market Testing	Hay A	Extended fixed term
FI225	Welfare Reform & DHP Officer	PO1	Extended fixed term
FI226	Welfare Reform & DHP Officer	PO1	Extended fixed term
FI227	Welfare Reform & DHP Officer	PO1	Extended fixed term
FAPRC1	Rent Collection Officer Apprentice		Permanent
FAPRC2	Rent Collection Officer Apprentice		Permanent
A2714	Valuer	PO1-3	Convert to 1 fte
ED335	Project Officer	PO5/6	Permanent
TOTAL		9	

DELETED POSTS

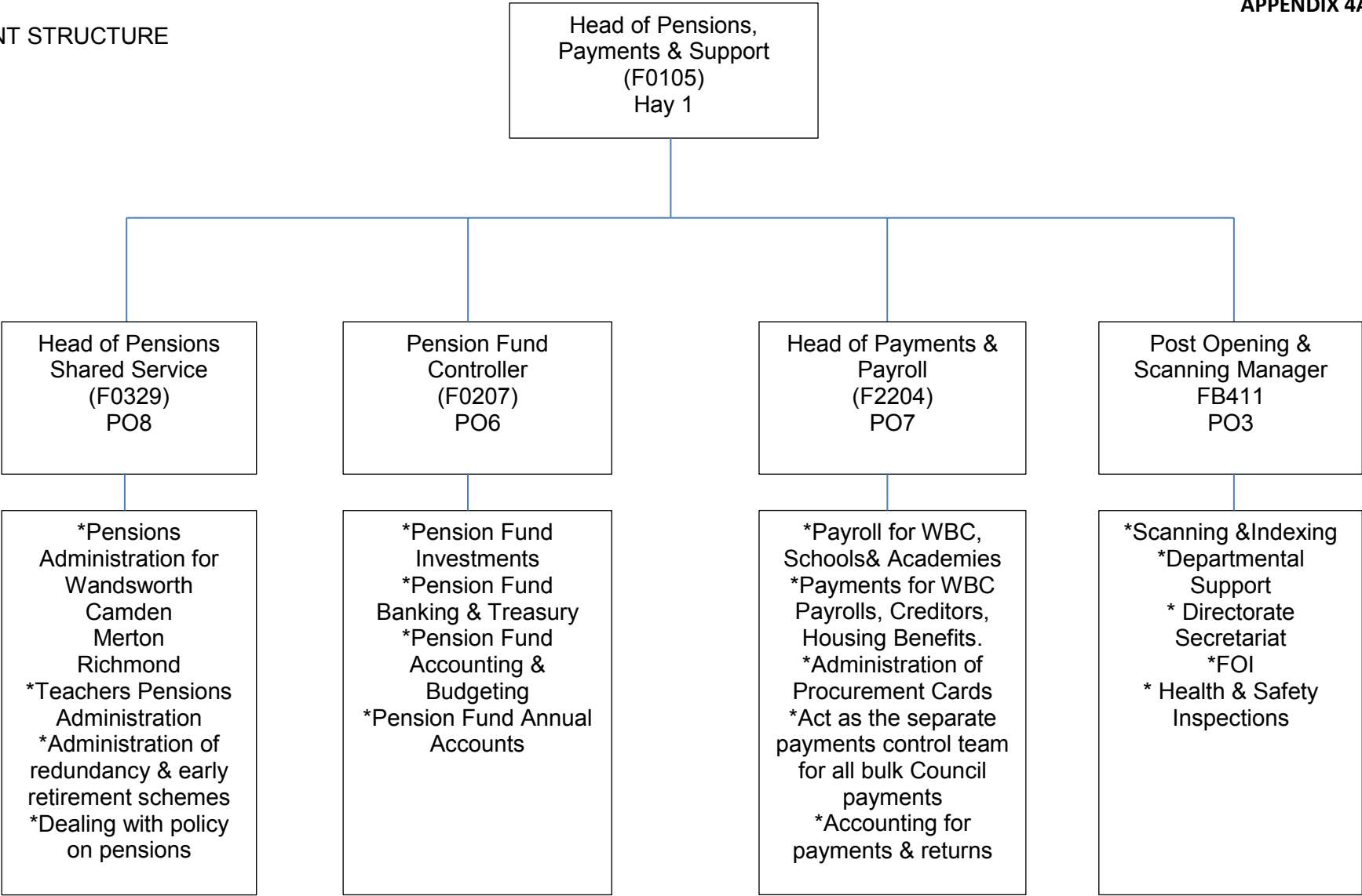
F0201	Head of Corporate Finance	Hay A	Occupied
F0105	Head of Payments, Pensions etc.	Hay A	Occupied
F2204	Head of Payroll & Payments	PO7	Occupied
F0381	Snr. Payments & Payroll Control Officer	SO1	Vacant
F2209	Deputy Payroll Manager	PO3	Occupied
FR006	Benefit Investigations Team Leader	PO6	Occupied
FR007	Principal Investigations Officer	PO5	Occupied
FR008	Senior Investigations Officer	PO3	Occupied
FR010	Investigations Officer	PO1	Occupied
FR011	Investigations Officer	SO1	Occupied
FR009	Senior Investigations Officer	SJE	Occupied
FR012	Investigations Officer	PO4	Occupied
FR013	Investigations Officer	SO1	Occupied
FR023	Audit Manager	PO6	Vacant
FD002	Financial Adviser	PO8	Vacant
FD003	Procurement Adviser	PO7	Vacant
FD004	Policy Adviser	PO7	Vacant
TE578	Front Line Services Officer (Correspondence & Concessionary Travel)	Sc3-6	Vacant
TE522	Front Line Services Team Leader (Concessionary Travel)	PO1	Occupied
FB046	Benefit Officer (Assessments)	Sc5/SO1	Vacant
TE567	Front Line Services Officer	Sc3/SO1	Vacant
TC001	Deputy Head of Customer Services	PO8 Merit	Occupied
FP001	Pensions Manager	PO7	Vacant
FP002	Deputy Pensions Manager	PO4	Occupied
FO003	Systems Officer	PO4	Vacant
F0340	Team Leader	PO2	Occupied
FP004	Team Leader	PO2	Occupied
FP006	Pensions Officer	SO1	Occupied
FP005	Pensions Officer	SO1	Occupied
F0364	Pensions Officer	Sc6	Vacant
F0346	Pensions Officer	Sc6	Occupied
F0343	Pensions Officer	Sc6	Occupied
FP008	Pensions Assistant (0.63 fte)	Sc4	Occupied

F0352	Trainee	Sc3/4	Occupied
FP007	Trainee	Sc3/4	Occupied
FP042	Trainee	Sc3/4	Occupied
F1339	Trainee	Sc3/4	Vacant
FP041	Trainee	Sc3/4	Occupied
F0355	Pensions Assistant (0.6 fte)	Sc3	Vacant
FI101	Deputy Head of Revenues	PO8 Merit	Occupied
F0832	Property Accounts Officer	Sc3-SO1	Vacant
TD608	Maintenance Assistant	Sc5-SO2	Vacant
FPREM2	Senior Premises Officer	PO1	Occupied
SM832	Archive Officer	Sc5	Occupied
E6421TS	Principal Project Manager (Temp) (0.486 fte)	PO6	Vacant
E6425	Project Manager Bldg & Develop't Services	PO4	Vacant
EB151	Principal Project Manager (PT/18)(0.5 fte)	PO5	Vacant
A0801	Head of Office Premises Manage't Services	PO8 Merit	Occupied
TD403	Business Manager Maintenance	PO7	Occupied
A9015	Despatch Service Assistant	Sc1b	Vacant
A9016	Despatch Service Assistant	Sc1b	Vacant
A2127	Administration & Production Manager	PO3	Vacant
A2141	Print Purchaser (0.486 fte)	Sc6	Vacant
A2148	Graphic Designer	TBE	Vacant
A2149	Graphic Designer	TBE	Vacant
A2150	Graphic Designer	TBE	Vacant
F2209	Deputy Payroll Manager	PO3	Occupied
F2212	Payroll Co-ordinator	Sc5-SO2	Vacant
TE502	Front Line Services Manager	PO5	Occupied
TOTAL		56.702	



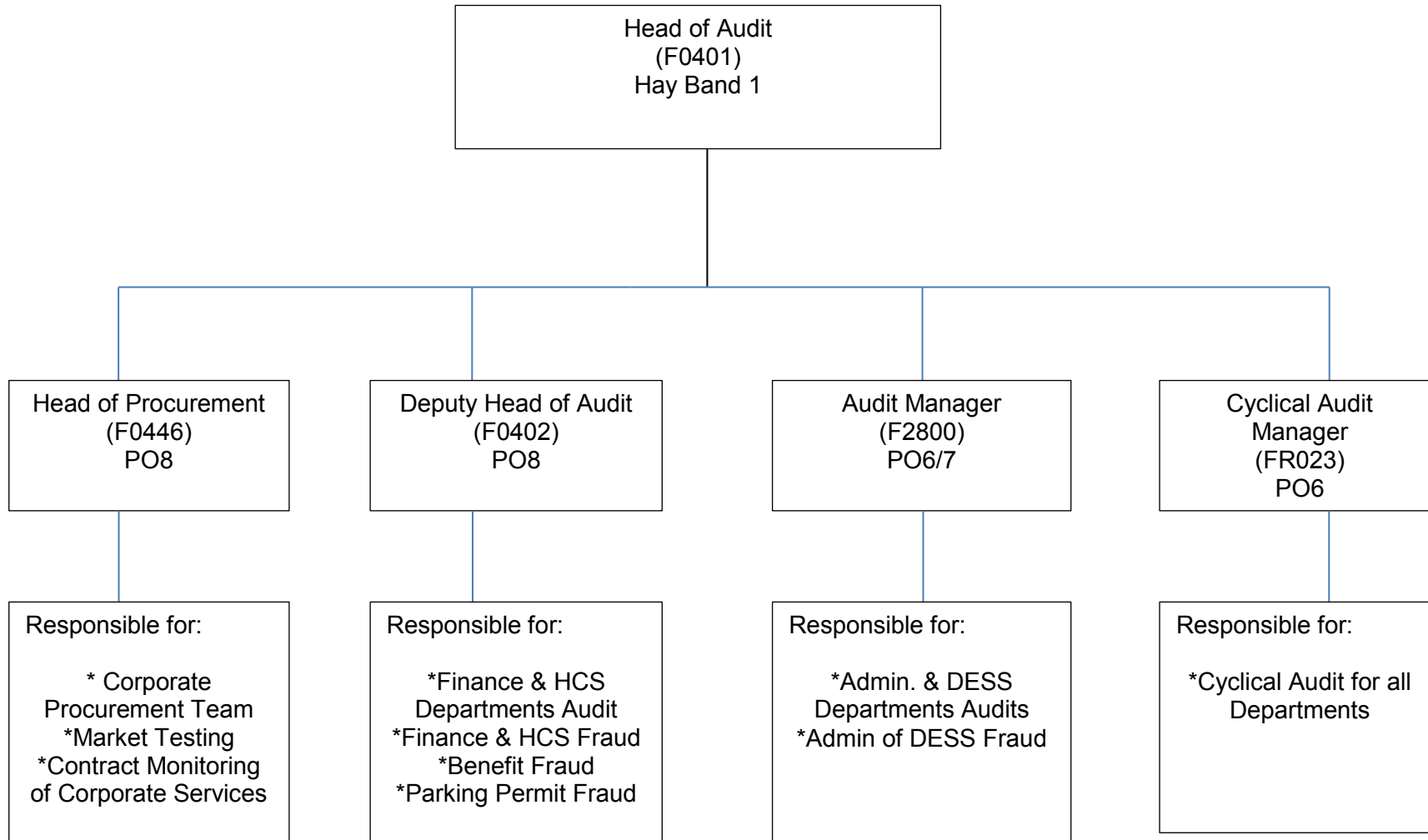


CURRENT STRUCTURE



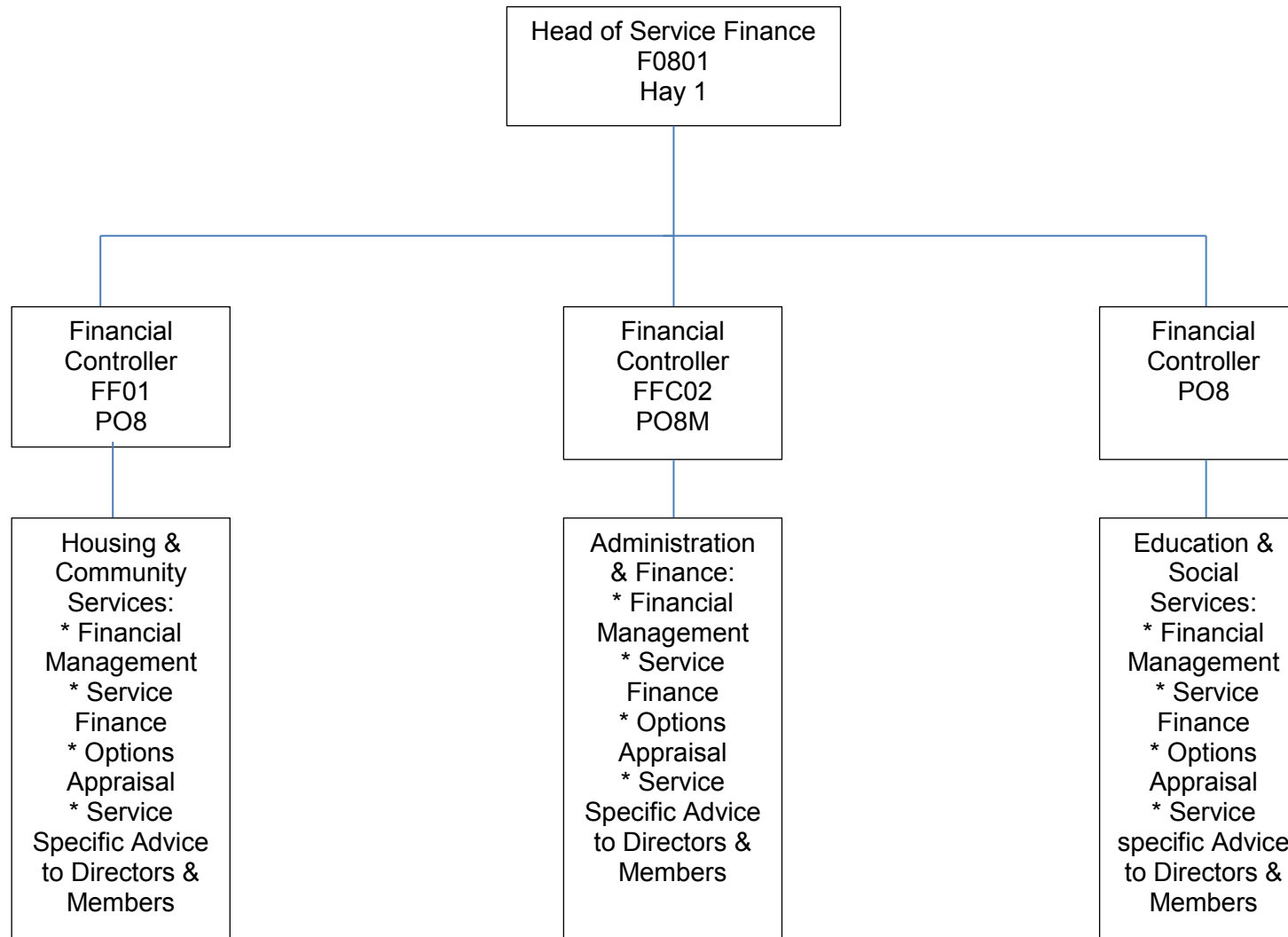
CURRENT STRUCTURE

APPENDIX 4B



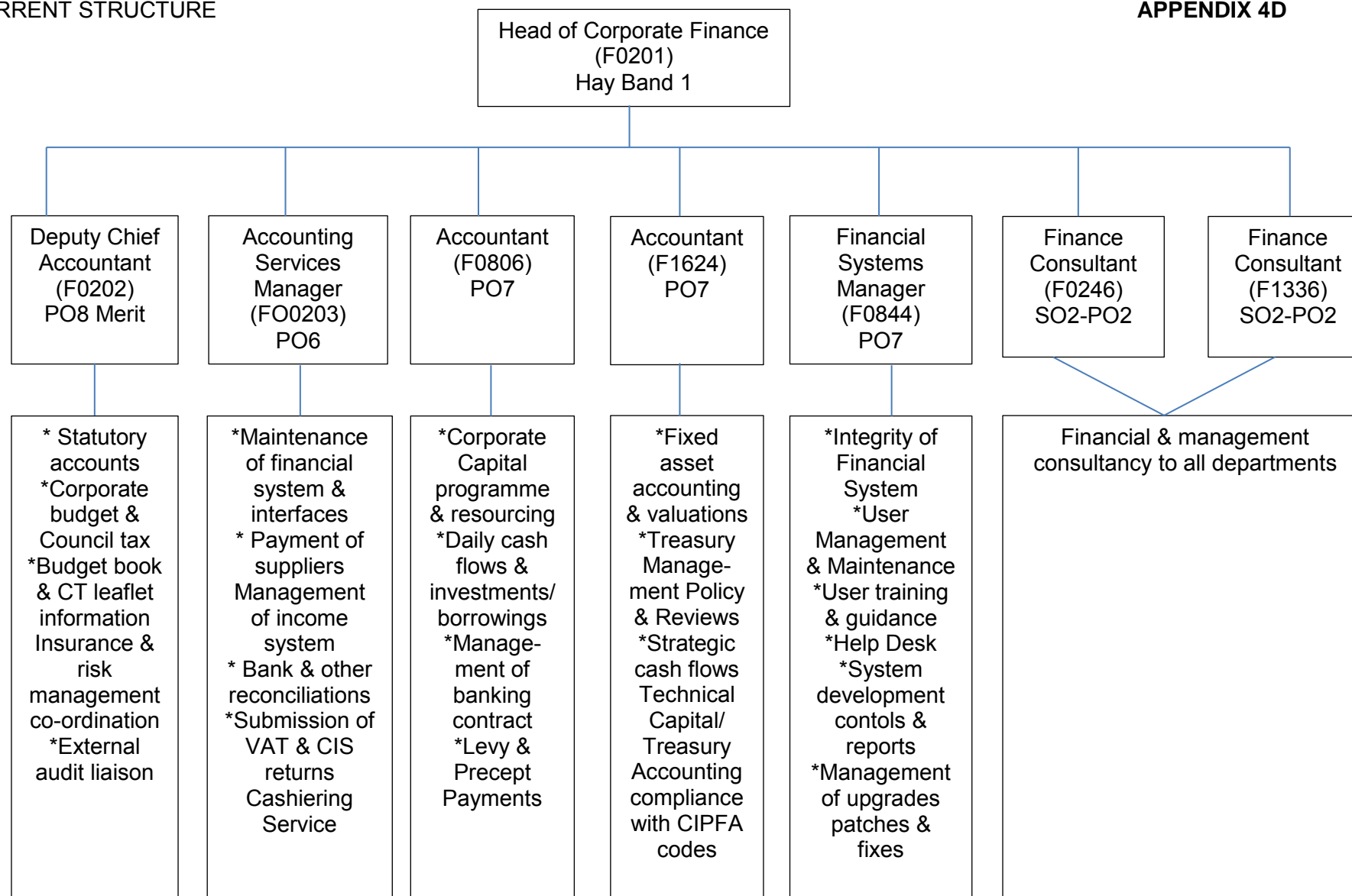
SERVICE FINANCE – CURRENT STRUCTURE

APPENDIX 4C



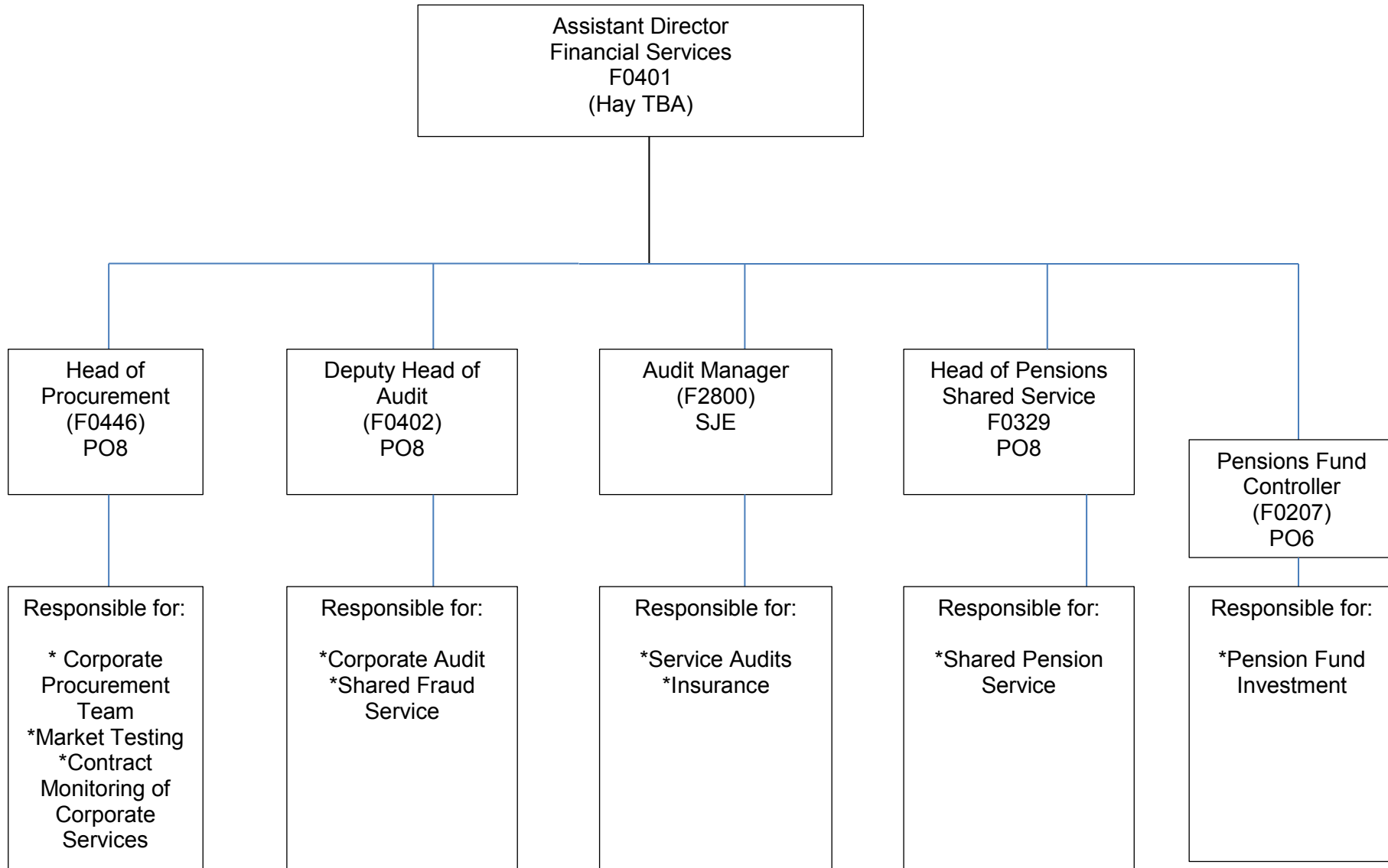
CURRENT STRUCTURE

APPENDIX 4D



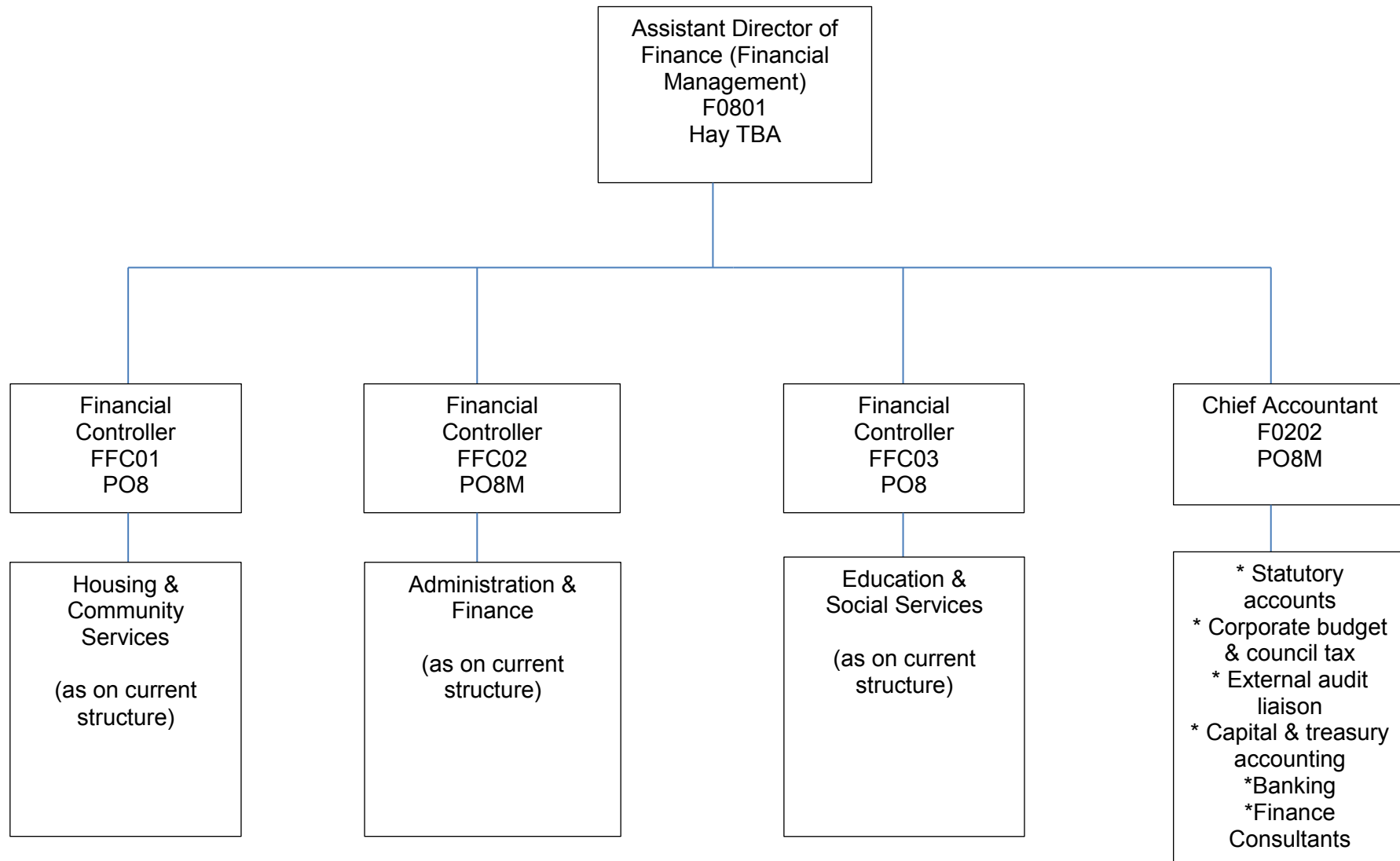
PROPOSED STRUCTURE

APPENDIX 5A

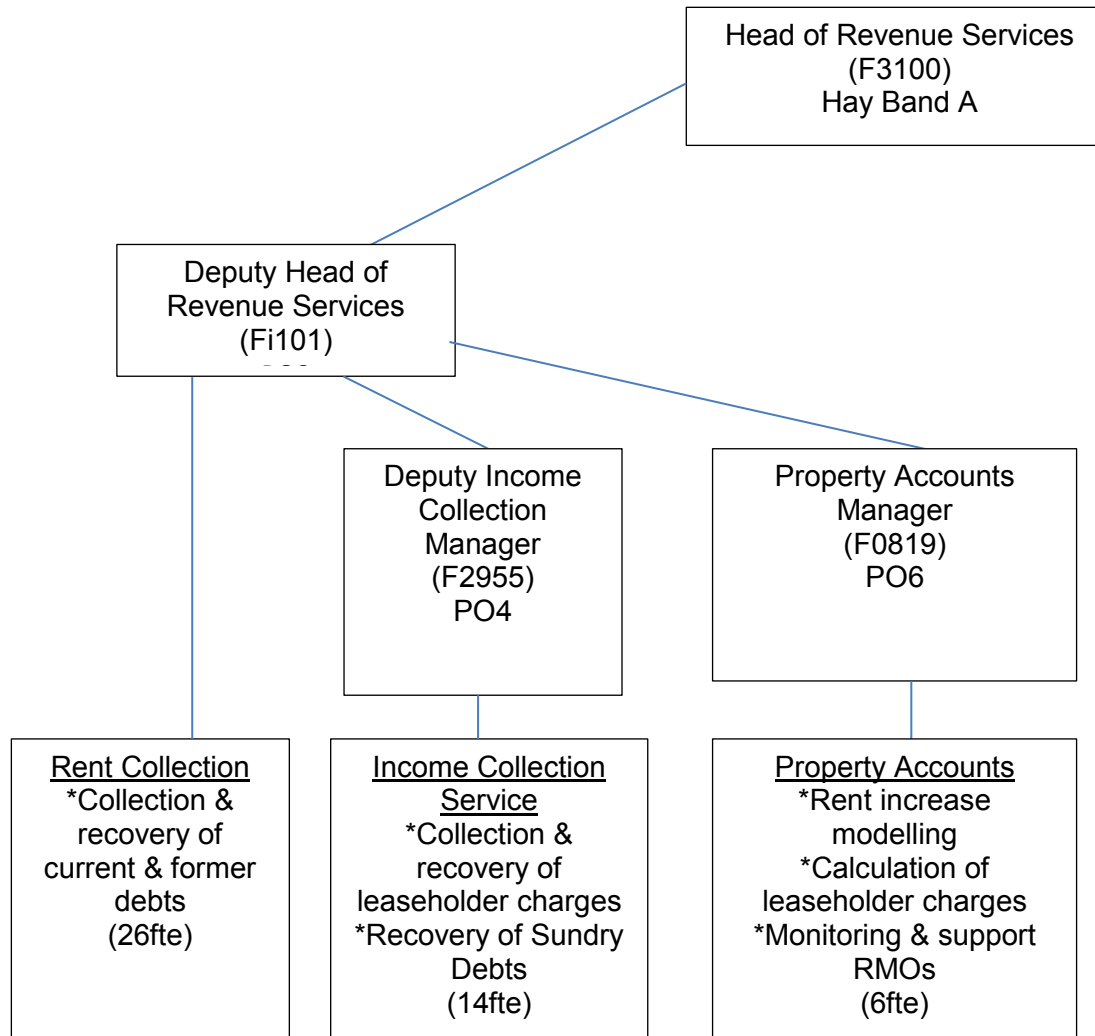


FINANCIAL MANAGEMENT – PROPOSED STRUCTURE

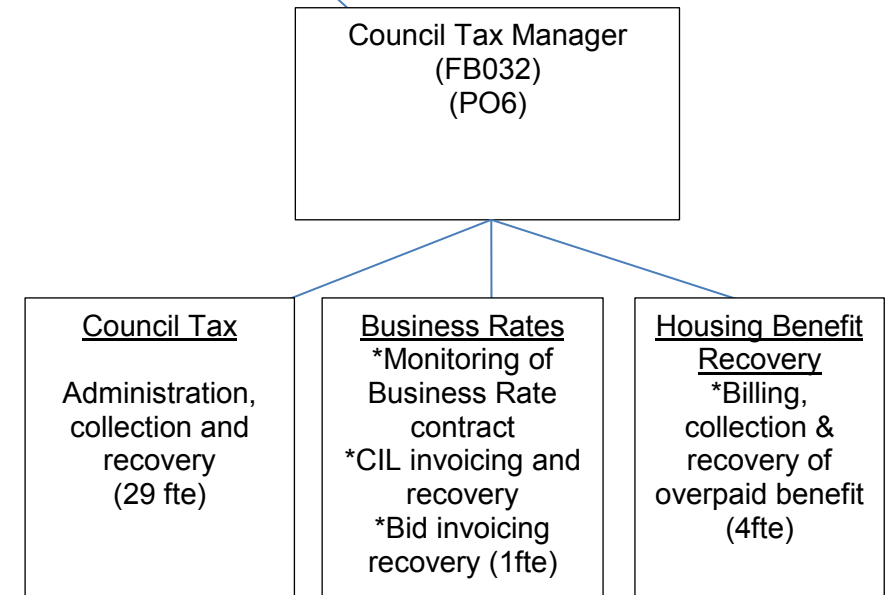
APPENDIX 5B



CURRENT STRUCTURE

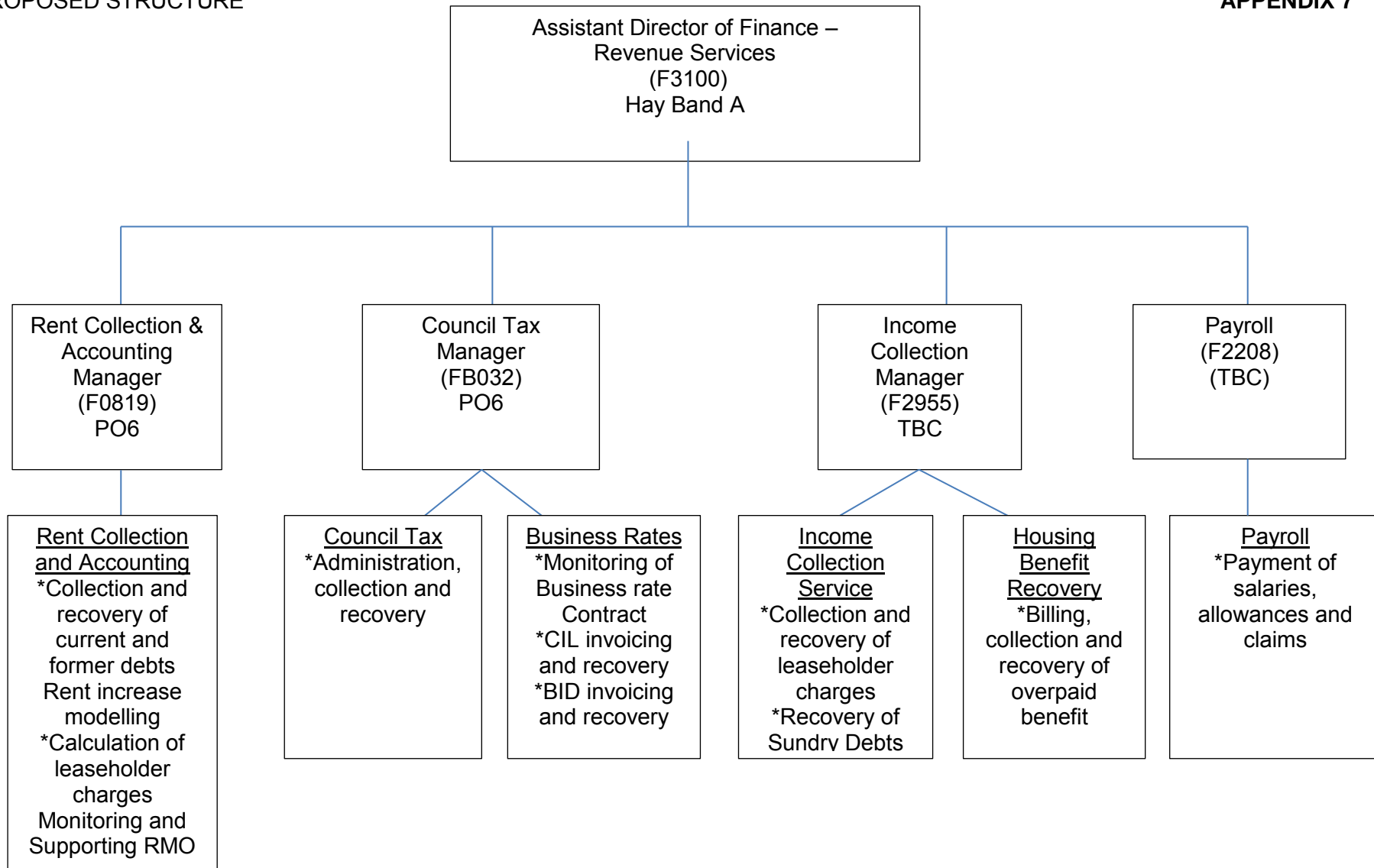


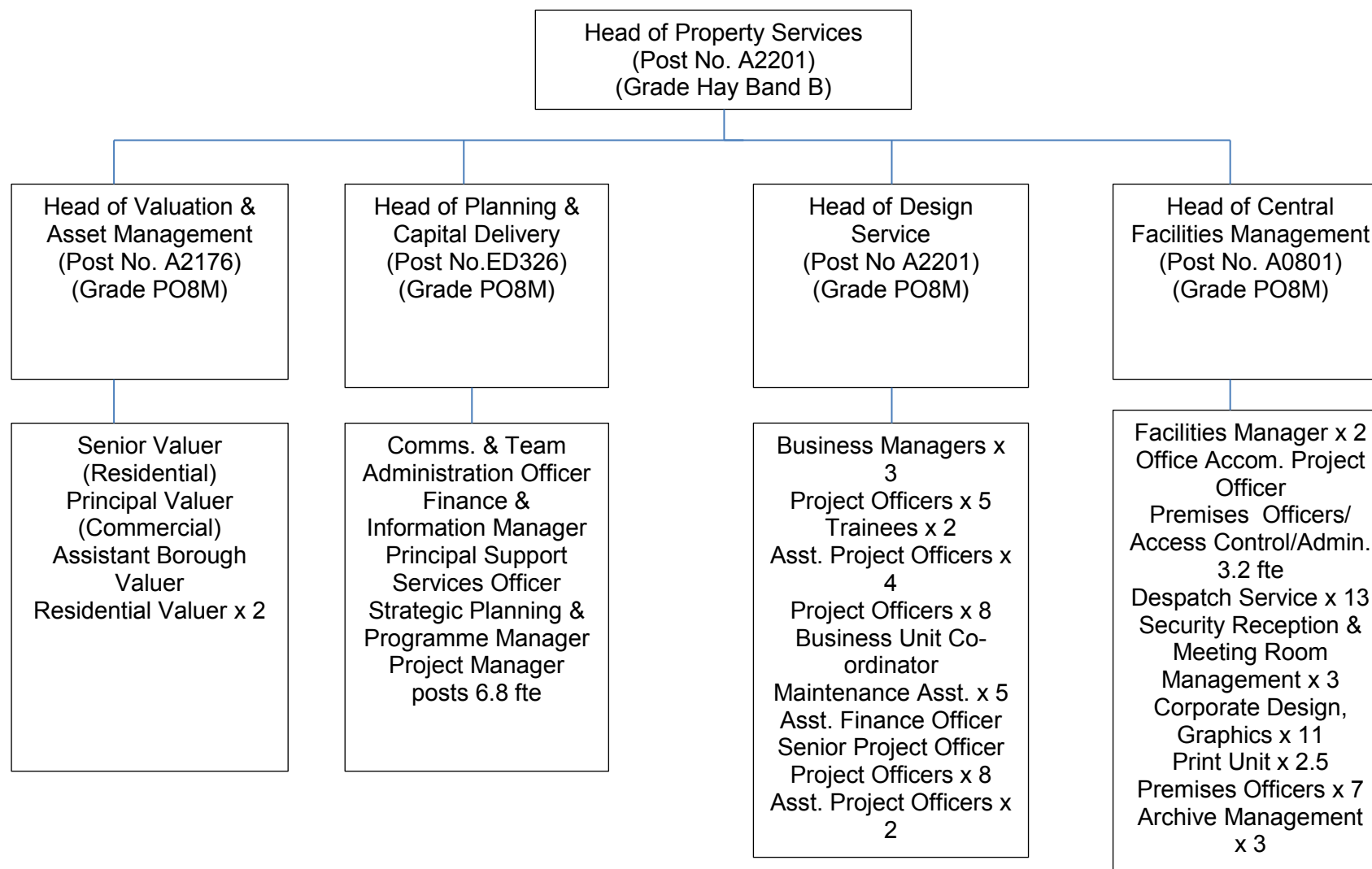
APPENDIX 6



PROPOSED STRUCTURE

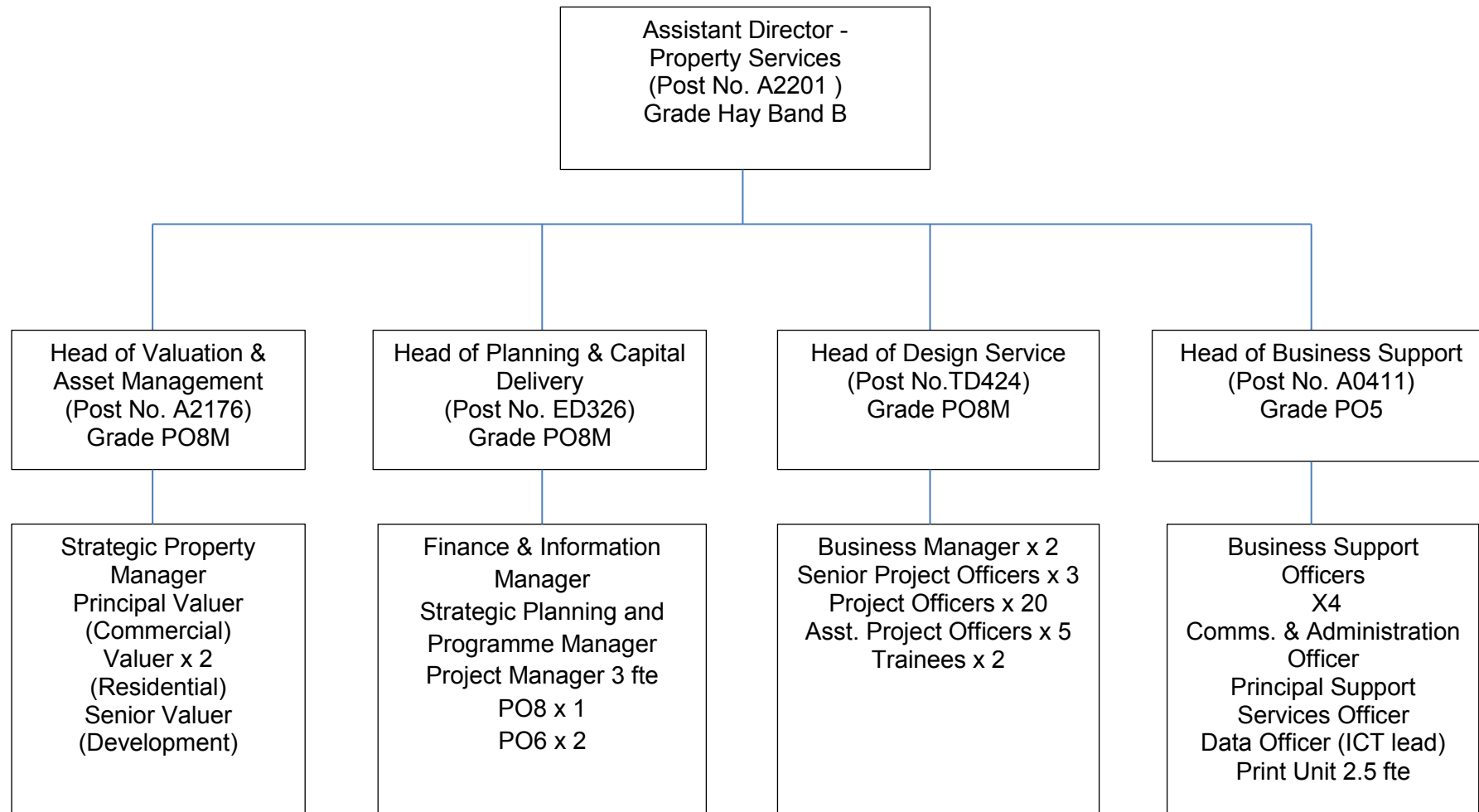
APPENDIX 7





PROPERTY SERVICES (PROPOSED)

APPENDIX 9



EQUALITY IMPACT ASSESSMENT (STAFFING)

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Name of service/s affected	Finance Department		
Staffing changes proposed	The proposals include: The deletion of 56.702 FTE posts, of which 31 are occupied, and the creation of 33 FTE permanent posts and 3 fixed term posts. Overall this represents a net deletion of 20.4 FTE permanent posts. 12 employees would be displaced if the proposals are agreed and are likely to be issued with notice of redundancy.		
No.	Question	Yes/No	Comments
1.	Is there a particularly high number of any of group of staff affected by the change, according to the following categories:		
	<ul style="list-style-type: none"> Ethnicity 	Yes	91.6% of the displaced employees are White – British, while 47% of the Finance Department's workforce is White – British.
	<ul style="list-style-type: none"> Gender 	Yes	66% of the displaced employees are male, while 47% of the Finance Department's workforce is male.
	<ul style="list-style-type: none"> Age 	Yes	The average age of displaced employees is 57, while the average of the Finance Department's workforce is 43.

	<ul style="list-style-type: none"> Disability 	No	8% of the displaced employees have declared that they have a disability. 9% of the Finance Department's have also declared that they have a disability.
	<ul style="list-style-type: none"> Religion or belief 	Information not held	
	<ul style="list-style-type: none"> Sexual orientation 	Information not held	
2.	What is the less favourable effect?		There will be a net deletion of 20.4 posts, which is likely to lead to staff redundancies.
3.	If you have identified potential discrimination or less favourable treatment, are there valid, legal and/or justifiable explanations for this?		The majority of the displaced employees have indicated that they wish to leave the Council through redundancy.
4.	What alternative options have been considered to minimise the impact on these groups of staff (eg alternatives to compulsory redundancy such as reduced hours, voluntary redundancy etc)?		The majority of the displaced employees have indicated that they wish to leave the Council through redundancy. Steps will be taken, however, to redeploy the workers affected.
5.	Do any selection criteria being used ensure equality for all groups?		N/A

6.	What assistance is being provided to ensure all staff are equipped for the selection process (eg interviewee techniques training)		N/A
7.	Can we reduce the impact by taking different action?		The majority of the displaced employees have indicated that they wish to leave the Council through redundancy. It is therefore considered that the proposed action would have the least possible impact.