

HEAD OF SERVICE BUDGET DECISION

Service Area: Law & Regulation	Activity code: LAW11 Trading Standards	Ref No: LR181906
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Saving Title: Review of Regulatory Services Support

Saving description:

Following the previous Public Protection Business Improvement Review and the centralisation of the general administrative support function, a smaller dedicated team was retained within Regulatory Services to deal with the more technical support work. This retained team comprises 2 clerks (Grade 3) and 2 support officers (Grade 4). One of the support officer posts is currently vacant.

One of the clerks (0.8 FTE) has recently requested voluntary redundancy to take effect on 1 April 2018.

A further work assessment has been undertaken and managers are satisfied that the work could be reallocated and delivered by three Grade 4 officers. It is therefore proposed to delete the two clerk posts (Grade 3) to allow one post holder to leave under voluntary redundancy, recruit to the vacant support officer position and create a third support officer position. The remaining displaced Grade 3 post holder would be slotted-in to the additional support officer post.

The current staffing costs for 3.8 FTE support staff are approximately £81k (including on-costs). The deletion of the 1.8 FTE Grade 3 Clerk posts and the creation of an additional Grade 4 Support officer post is approximately £67k, giving a net saving of approximately £14k.

The one –off voluntary redundancy costs for the 0.8 FTE would have to be funded through the Invest to Save fund.

	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>
Net Savings (£000's)	14			
FTE's impact	0.8			

Implementation Costs (- £000's)	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>
Revenue (state type):	25			
Capital (state what):				

Any impact on (i) service ?	No
(ii) performance ?	No
(iii) risk ?	No

If yes, please state impact on each applicable area:

Does this require an 'equalities impact assessment?

No

Any impact on Future Generations Act?. (If yes, explain impact)

Integration (YES/NO)

No

Long Term (YES / NO)

No

Prevention (YES / NO)

No

Collaboration (YES / NO)

No

Involvement (YES / NO)

No