

Addendum

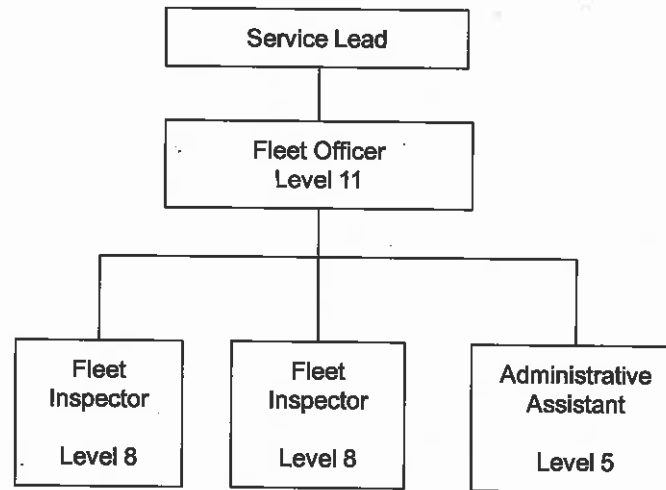
Subject: Neighbourhood Services Structure Changes

Recommendations

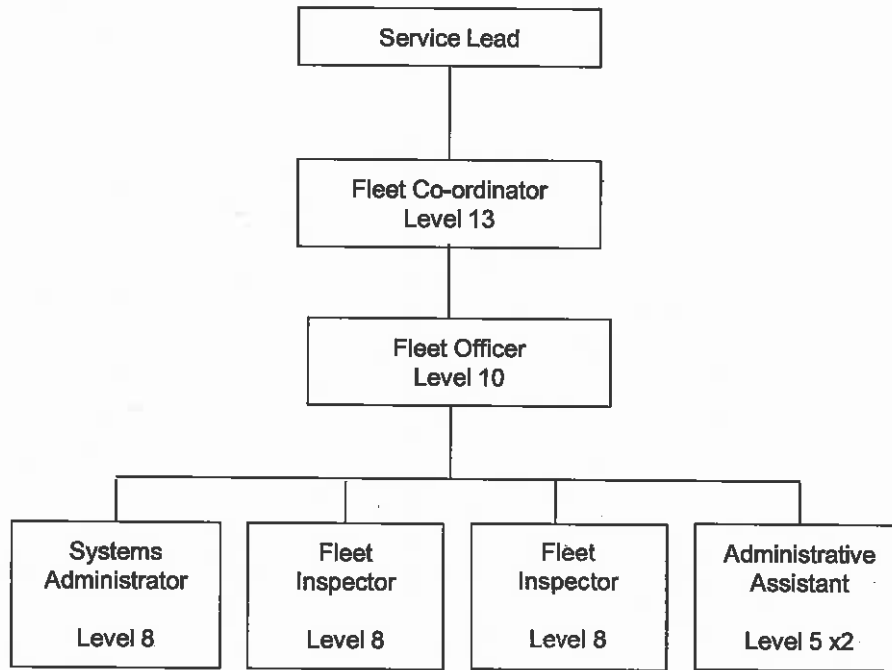
It is recommended that Cabinet approves the proposed Neighbourhood Services Structure as set out in Appendices 1 and 2 of this Addendum.

The structure review identifies the deletion of a level 9 Grounds Information Officer post which will be subject to the Council's Managing Change policy.

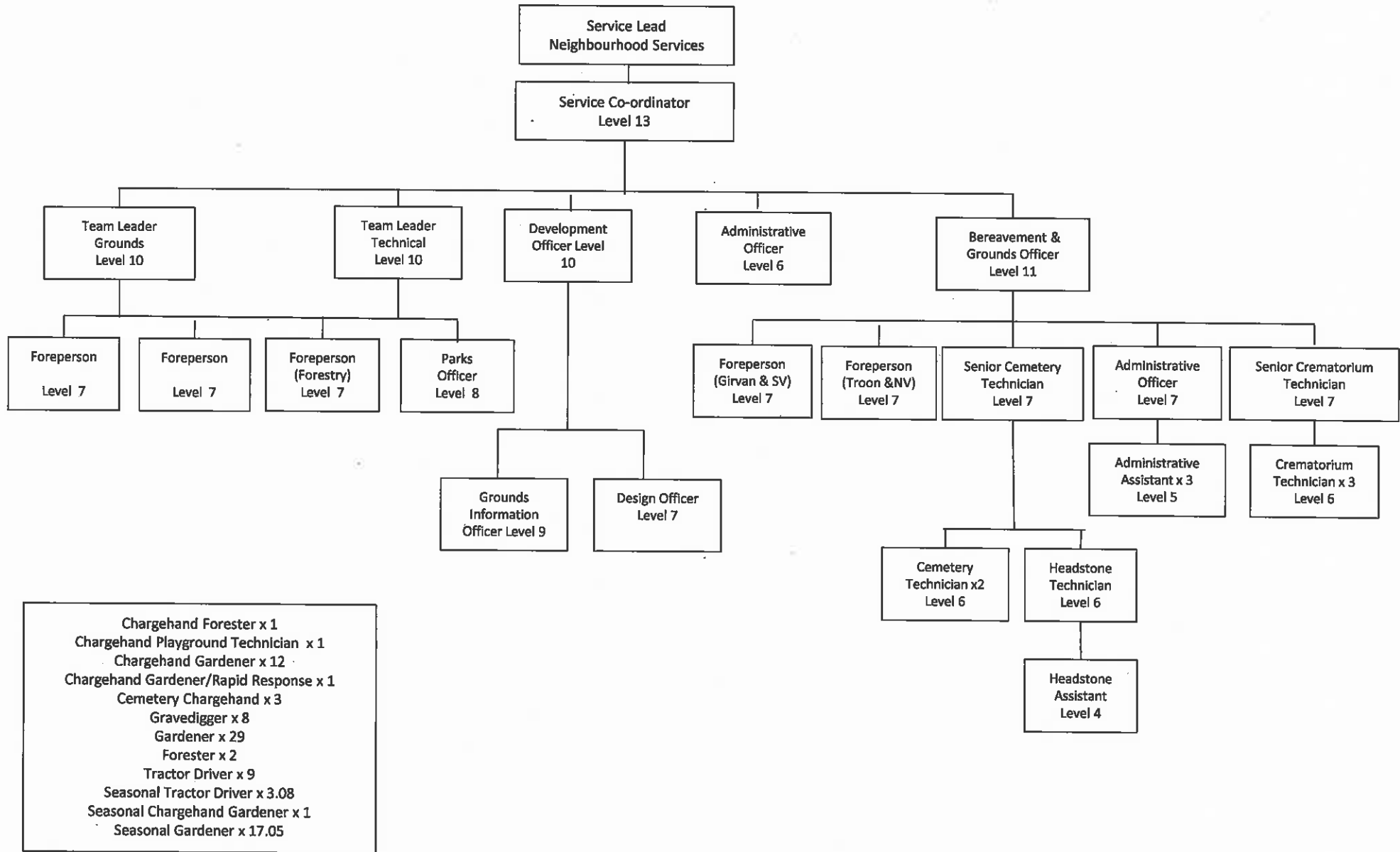
Fleet – Current Structure



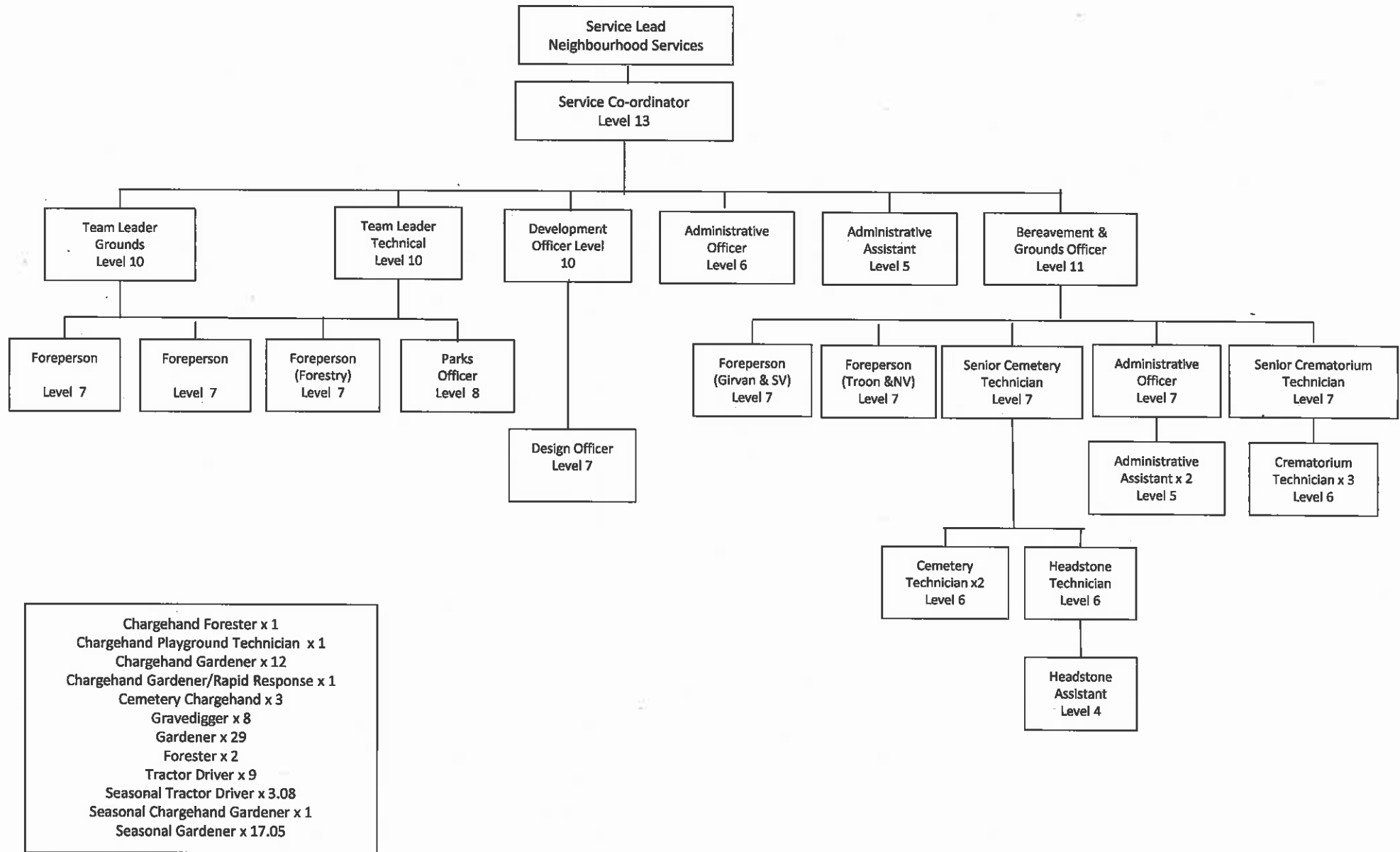
Fleet – Proposed Structure



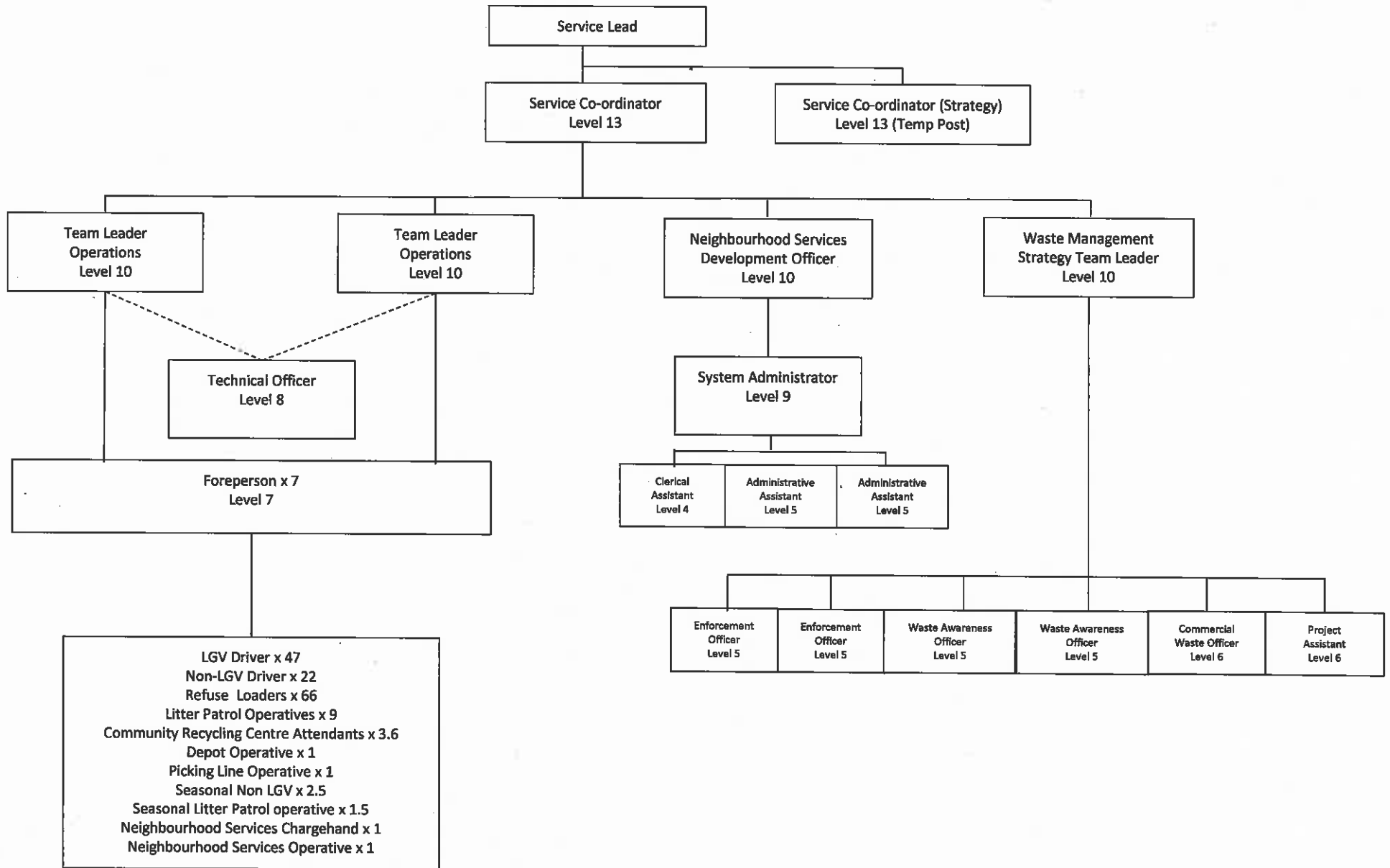
Grounds Maintenance and Bereavement – Current Structure



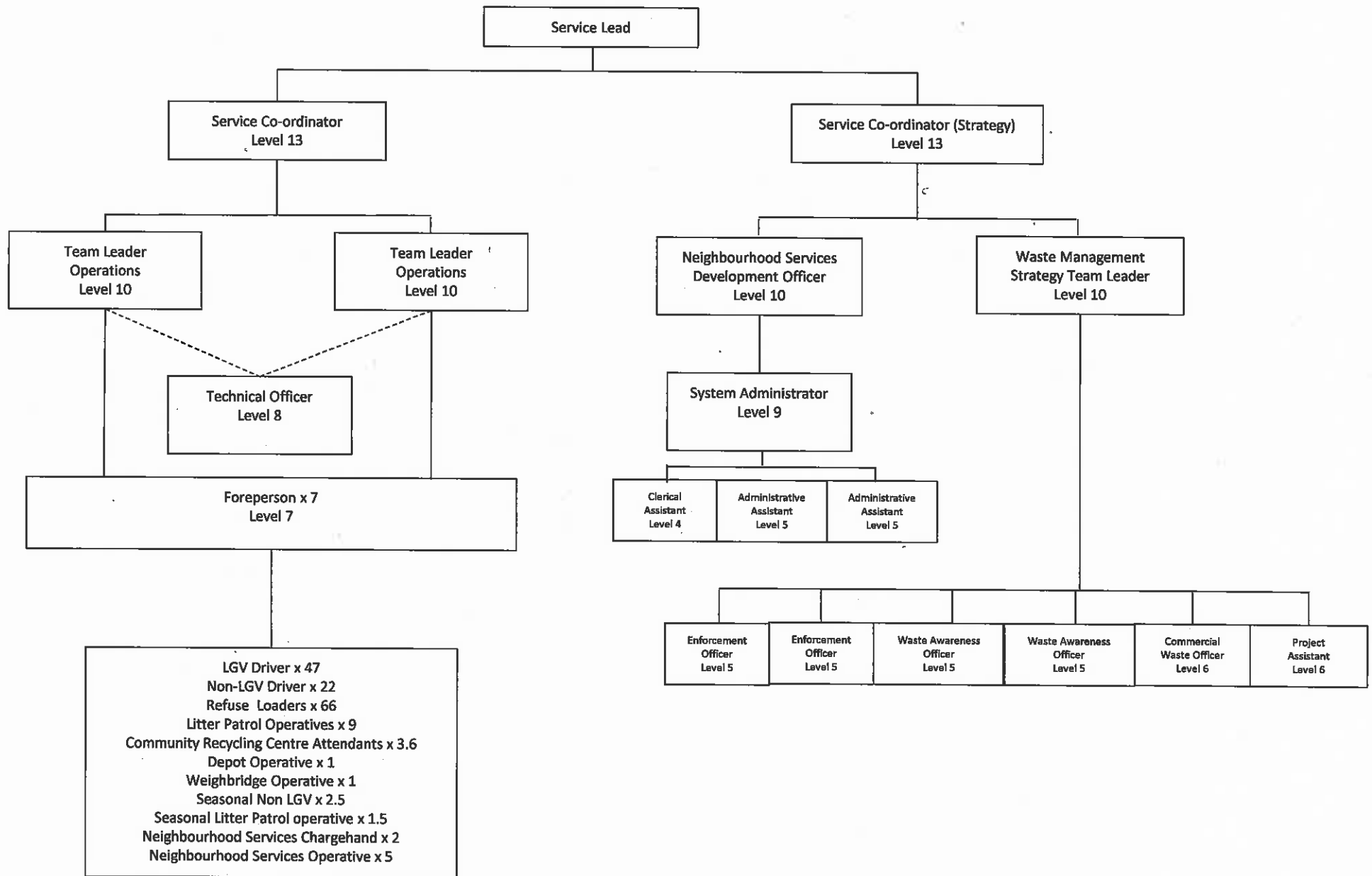
Grounds Maintenance and Bereavement – Proposed Structure



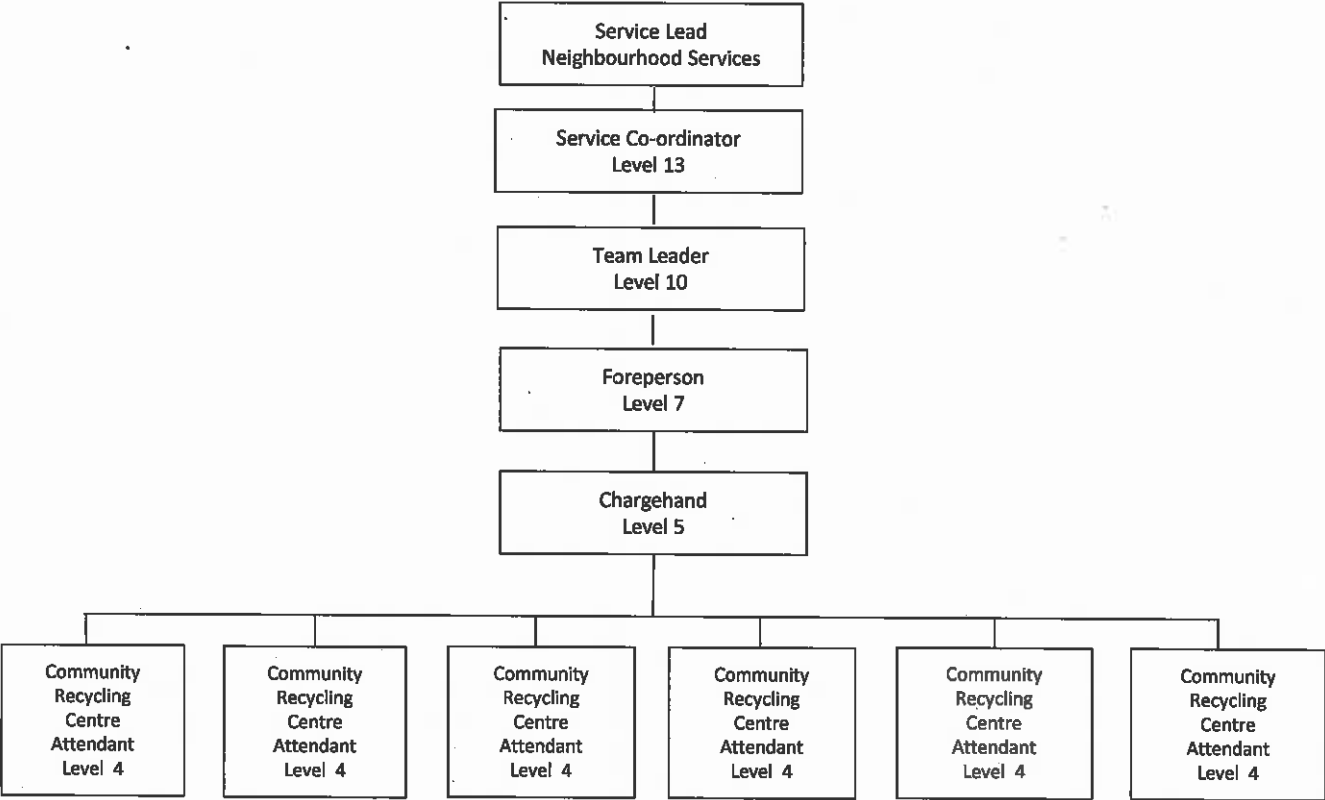
Waste Management – Current Structure



Waste Management – Proposed Structure



Heathfield Recycling Centre– Current/Proposed Structure



Fleet Management

Grade	Current Operational Structure				Narrative	Proposed Operational Structure			Narrative
	Job Title	FTE	Budgeted FTE	Total Cost		Job Title	FTE	Total Cost	
Level 13						Service Co-ordinator (Fleet)	1.0		New Post
Level 11	Fleet Officer	1.0	1.0		No Change	Fleet Officer	0.0		Post to be deleted
Level 10						Fleet Team Leader	1.0		New Post
Level 8	Fleet Inspector	2.0	2.0		No Change	Fleet Inspector	2.0		No Change
						System Administrator	1.0		New Post
Level 5	Administrative Assistant	1.0	1.0			Administrative Assistant	2.0		1 New Post
Total		4.0	4.0				7.0		

Grounds Maintenance & Bereavement

Current Operational Structure				Proposed Operational Structure					
Grade	Job Title	Operational FTE	Budgeted FTE	Total Cost	Narrative	Job Title	FTE	Total Cost	Narrative
Level 13	Service Co-ordinator	1.0	1.0			Service Co-ordinator	1.0		No Change
Level 11	Bereavement & Grounds Officer	1.0	1.0			Bereavement & Grounds Officer	1.0		No Change
Level 10	Team Leader Operations	2.0	2.0			Team Leader Operations	2.0		No Change
	Development Officer	1.0	1.0			Development Officer	1.0		No Change
Level 9	Grounds Information Officer	1.0	1.0			Grounds Information Officer	0.0		Post to be Deleted
Level 8	Parks Laison Officer	1.0	1.0			Parks Liaison Officer	1.0		No Change
Level 7	Foreperson	5.0	5.0			Foreperson	5.0		No Change
	Senior Cemetery Technician	1.0	1.0			Senior Cemetery Technician	1.0		No Change
	Design Officer	1.0	1.0			Design Officer	1.0		No Change
	Senior Crematorium Technician	1.0	1.0			Senior Crematorium Technician	1.0		No Change
	Administrative Officer	1.0	1.0			Administrative Officer	1.0		No Change
Level 6	Cemetery Technician	2.0	2.0			Cemetery Technician	2.0		No Change
	Crematorium Technician	3.0	3.0			Crematorium Technician	3.0		No Change
	Headstone Stability Technician	1.0	1.0			Headstone Stability Technician	1.0		No Change
	Administrative Officer	1.0	1.0			Administrative Officer	1.0		No Change
	Chargehand Forester	1.0	1.0			Chargehand Forester	1.0		No Change
	Chargehand Playground Technician	1.0	1.0			Chargehand Playground Technician	1.0		No Change
Level 5	Administrative Assistant	3.0	3.0			Administrative Assistant	3.0		Change of location for 1 post
	Forester	2.0	2.0			Forester	2.0		No Change
	Chargehand Gardener	12.0	12.0			Chargehand Gardener	12.0		No Change
	Cemetery Chargehand	3.0	3.0			Cemetery Chargehand	3.0		No Change
	Chargehand Landscape/Rapid Response	1.0	1.0			Chargehand Landscape/Rapid Response	1.0		No Change
Level 4	Tractor Driver	9.0	9.0			Tractor Driver	9.0		No Change
	Gravedigger	8.0	8.0			Gravedigger	8.0		No Change
	Headstone Stability Assistant	1.0	1.0			Headstone Stability Assistant	1.0		No Change
	Seasonals	3.08	3.08			Seasonals	3.08		No Change
Level 3	Gardener	28.0	28.0			Gardener	28.00		No Change
	Seasonals	1.00	1.00			Seasonals	1.00		No Change
Level 2	Seasonals	17.05	17.05			Seasonals	17.05		No Change
Total		113.13	113.13				112.13		

Waste Management

Current Operational Structure						Proposed Operational Structure			
Grade	Job Title	Operational FTE	Budgeted FTE	Total Cost	Narrative	Job Title	FTE	Total Cost	Narrative
Level 13	Service Co-ordinator	1.0	1.0			Service Co-ordinator	1.0		No Change
						Service Co-ordinator (Strategy)	1.0		New Post
Level 10	Team Leader Operations	3.0	3.0			Team Leader Operations	3.0		No Change
	Neighbourhood Services Development Officer	1.0	1.0			Neighbourhood Services Development Officer	1.0		No Change
	Waste Management Strategy Team Leader	1.0	1.0			Waste Management Strategy Team Leader	1.0		No Change
Level 9	Systems Administrator	1.0	1.0			Systems Administrator	1.0		No Change
Level 8	Technical Officer	1.0	1.0			Technical Officer	1.0		No Change
Level 7	Foreperson	8.0	8.0			Foreperson	8.0		No Change
Level 6	Commercial Waste Officer	1.0	1.0			Commercial Waste Officer	1.0		No Change
	Project Assistant	1.0	1.0			Project Assistant	1.0		No Change
Level 5	Waste Awareness Officer	2.0	2.0			Waste Awareness Officer	2.0		No Change
	Administrative Assistant	2.0	2.0			Administrative Assistant	2.0		No Change
	Enforcement Officer	2.0	2.0			Enforcement Officer	2.0		No Change
	LGV Driver	47.0	47.0			LGV Driver	47.0		No Change
	Depot Operative	1.0	1.0			Depot Operative	1.0		No Change
	Chargehand	2.0	2.0			Chargehand	3.0		One Additional Post
Level 4	Clerical Assistant	1.0	1.0			Clerical Assistant	1.0		No Change
	Refuse Loader	66.0	66.0			Refuse Loader	66.0		No Change
	Non-LGV Driver	22.0	22.0			Non-LGV Driver	22.0		No Change
	Seasonal Non-LGV Driver	2.5	2.5			Seasonal Non-LGV Driver	2.5		No Change
	Community Recycling Centre Attendant	8.6	8.6			Community Recycling Centre Attendant	8.6		No Change
	Neighbourhood Services Operative	2.0	2.0			Neighbourhood Services Operative	5.0		Three Additional Posts
	Weighbridge Operator	1.0	1.0			Weighbridge Operator	2.0		One Additional Post
Level 3	Picking Line Operative	1.0	1.0		Vacancy	Picking Line Operative	0.0		Delete Post
Level 2	Litter Patrol Operative	9.0	9.0			Litter Patrol Operative	9.0		No Change
	Seasonal Litter Patrol Operative	1.5	1.5			Seasonal Litter Patrol Operative	1.5		No Change
Total		188.6	188.6				193.6		

Summary

<u>Sub-service</u>	<u>Current</u>		<u>Proposed</u>		<u>Proposed v Current</u>	
	<u>Budget (£)</u>	<u>FTE</u>	<u>Budget (£)</u>	<u>FTE</u>	<u>Additional/ (Saving) (£)</u>	<u>FTE</u>
Grounds & Bereavement		113.13		112.13		(1.00)
Sustainability & Fleet		4.00		7.00		3.00
Waste Management		188.60		193.60		5.00
Total		305.73		312.73		7.00