

**Report of Trading and Operational Support Manager**

**Report to Chief Parks and Countryside Officer**

**Date: 27 August 2015**

**Subject: Workshop Technician Posts, Transport and Engineering**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. New machines have recently been procured across the Parks and Countryside service and as these new machines have improved, so too has the technology and work that goes into the maintenance of them, necessitating the use of computer software and diagnostic analysis. As a result, the current job descriptions for the Workshop Fitters and Chargehand who undertake this work needed to be reviewed to take into account these new technologies and bring the job description more in line with current working practices.
2. Following a job evaluation process, it is proposed to re-grade 5 Workshop Fitters from B3 to C1 and C3 for the chargehand commencing from the 1<sup>st</sup> April 2015. A change of job title from Fitter to Workshop Technician is also proposed to more accurately describe the roles that are being undertaken.
3. The financial resources required for the re-graded posts including oncosts are £5k per year which can be met within existing resources.

**Recommendations**

4. The Director of Environment and Housing is recommended to approve the implementation of the re-graded posts as outlined within the body of this report and for this to commence from 1<sup>st</sup> April 2015.

## **1 Purpose of this report**

- 1.1 This report examines the current arrangements and the need for updating the job descriptions within the service area of Transport and Engineering to reflect the current role and responsibilities in relation to the maintenance and repair of recently procured machinery plant and equipment.

## **2 Background information**

- 2.1 Parks & Countryside has a diverse service which consists of managing, developing, conserving and maintaining horticultural, agricultural and arboricultural landscapes. Specialised machinery is used to implement the service provided which, in turn, requires regular replacement of old machinery so that service standards and income levels can be sustained each year.
- 2.2 The service has a rolling program of replacing the machinery plant and equipment which is phased over a number of years to help spread the costs. As new machines have been produced so too has the technology and work that goes into the maintenance of them necessitating the use of computer and diagnostic software for the majority of the recently procured new fleet, including the smaller hand tools such as chainsaws.
- 2.3 The current job descriptions for the Workshop Fitters have recently been reviewed and updated in response to these new technologies and have gone through the job evaluation assessment process. The updated job descriptions more accurately describe the role and responsibilities that are now being undertaken.

## **3 Main issues**

- 3.1 Following the job evaluation process, the JE team have advised that the revised job description falls within band C, grade C1.
- 3.2 This re-grading exercise only affects those employees who are required to use the computer software equipment. The Chargehand role, responsible for the line management of the Workshop Fitters is currently graded C1. It is therefore proposed that the existing Chargehand role is regraded to C3 to maintain the line management hierarchy within the service structure.
- 3.3 There are no back pay related issues associated with this re-grading exercise prior to the 1<sup>st</sup> April 2015 as this is in relation to the recently procured machinery plant and equipment.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Individual consultation has taken place with the staff including both GMB and Unison Unions and all are in support of the service proposals.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An Equality Impact Screening document has been completed and is attached to this report. Existing job descriptions allow for the proposed changes and any future recruitment will follow established procedures.

### **4.3 Council policies and the Best Council Plan**

- 4.3.1 The proposed changes will support the councils Business plan to be more enterprising and efficient by keeping abreast with new technologies and being able to respond quickly to any changes within market forces.

### **4.4 Resources and value for money**

- 4.4.1 The additional resource required in response to these new technologies can be met within existing resources. Implementing a cyclical rotation programme for the replacement of machinery plant and equipment also ensures maintenance and repair costs can be kept to a minimum.

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.2 There are no legal implications identified.

### **4.6 Risk Management**

- 4.6.1 Not keeping abreast with these new technologies would mean that the service would be unable to maintain and repair specialised machinery plant and equipment. Out sourcing any of the repair work could ultimately lead to the service being unable to meet corporate income targets and in turn could ultimately affect front line service delivery.

## **5 Conclusions**

- 5.1 There is a clear service need to keep abreast with these new technologies and as a result, it is important that the job descriptions also reflect more accurately the roles that are being undertaken. Keeping the job description up to date also has the potential to protect the Council from any costly back payment issues that could otherwise surface in the future.

## **6 Recommendations**

- 6.1 The Director of Environment and Housing is recommended to approve the implementation of the re-graded posts as outlined within the body of this report and for this to take affect from 1<sup>st</sup> April 2015.

## **7 Background documents<sup>1</sup>**

- 7.1 Workshop Technician revised job description, appendix A  
7.2 Workshop Technician Chargehand revised job description, appendix B  
7.3 Equality screening document

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.