

Members' Library Service Request Form

Date of Document	01/04/25
Originator	Vanessa Sanal
Originator's Ref (if any)	
Document Title	Service Review Report - Assistant Area Officer

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec Director Council Resources
Date	02/05/2025

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SERVICE REVIEW REPORT

REPORT TO: MEMBERS LIBRARY SERVICE

BY: EXECUTIVE DIRECTOR – PLACE

DATE: 31 March 2025

SUBJECT: Review FM Assistant Area Officer Post

1 PURPOSE

- 1.1 To seek Executive Director – Council Resources approval under delegated powers for the establishment changes detailed in the body of the report as a consequence of changing service needs for the Assistant Area Officer post within Facilities Management Services, Infrastructure.

2 RECOMMENDATIONS

- 2.1 To agree the changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 Due to the changes in delivery of Facilities Management Services, it is necessary to amend the responsibilities for managing employees within the Assistant Area Officer role to align with the evolving needs of the Service.
- 3.2 Within Facilities Management, there are four Assistant Area Officer posts who have taken on additional responsibilities to meet service need demands, which includes managing and authorising annual leave/special leave, approve/authorise over time and mileage claims, deploying front line employees, and implementing HR Policy and Procedures (recruitment, PRD's etc). The Assistants currently have core iTrent access however, to fully undertake these responsibilities they require MyPeople access for the employees they manage.
- 3.3 The Service Review Team have benchmarked this post and awarded the following grade:
- Assistant Area Officer – Grade 7 (was 6) - £31,096 - £33,669**
- 3.4 The effected employees have been consulted and are supportive of the proposed change.
- 3.5 The report will be passed to the relevant Trades Union under the terms of the Protocol for the Conduct of Service Reviews.

4 POLICY IMPLICATIONS

- 4.1 There are no policy implications as part of this report.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

- 6.1 This role requires PVG clearance for regulated work with children.

7 RESOURCE IMPLICATIONS

- 7.1 Financial –cost implications. Current establishment costs are:

- **Curent Grade 6 salary £30,257 x 4 posts = £121,028**
- **New Grade 7 salary £33,669 x 4 posts = £134,676**
- **Difference = £13,648**

8 BACKGROUND PAPERS

- 8.1 Not Applicable.

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DATE	1st April 2025