

## ABERDEEN CITY COUNCIL

---

<b>COMMITTEE</b>	Finance and Resources	<b>DATE</b>	11 May 2010
<b>CORPORATE DIRECTOR</b>	Stewart Carruth		
<b>TITLE OF REPORT</b>	Re-Alignment of Posts (Payroll)		
<b>REPORT NUMBER</b>	CG/10/088		

---

### 1. PURPOSE OF REPORT

This report recommends the re-alignment of several posts within the Payroll Section (HR). The changes better reflect the work being undertaken within the team and build on the savings achieved during the 2010/11 budget process (which resulted in £32,000 worth of savings) by facilitating further savings of between £10,300 and £12,500).

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- (i) Approves the re-alignment of posts within the Payroll Section of HR (as portrayed within table 2, page 2).
- (ii) Notes that further structural proposals will be forthcoming in the event that Committee approves proposals for an HR Service Centre.

### 3. FINANCIAL IMPLICATIONS

Approval of this proposal will result in a financial saving. The tables below show the FTE, grades and salary details in respect of the relevant posts before and after the realignment. These figures do not include any potential pay award which may be made on 1st April 2010.

Below are details of the relevant posts, grades, FTEs and salaries from April 2010 including 28.3% on-costs, before the proposed re-alignment.

**Table 1**

<b>Job Title</b>	<b>FTE</b>	<b>Grade</b>	<b>Total Min plus 28.3% on costs</b>	<b>Total Max plus 28.3% on costs</b>
Principal Payroll Officer	1	G13	£37,545	£42,926
Senior Payroll Officer	3	G11	£86,198	£98,492
Senior Development Officer	1	G10	£25,524	£28,708
Payroll Officer	7	G10	£178,668	£200,958
Administration Assistant	1	G8	£20,735	£22,635
Payroll Development Officer	1	G8	£20,735	£22,635
Payroll Assistant	2	G7	£39,003	£41,420
Clerical Assistant	1	G3	£16,587	£16,587
<b>Totals</b>	<b>17</b>		<b>£424,995</b>	<b>£474,361</b>

Below are details of the relevant posts, grades, FTEs and salaries including 28.3% on-costs, after the proposed re-alignment. Please note that revised job descriptions were prepared for the posts and they were then grade assessed by Human Resources. The revised grades are shown below.

**Table 2**

<b>Job Title</b>	<b>FTE</b>	<b>Grade</b>	<b>Total Min plus 28.3% on costs</b>	<b>Total Max plus 28.3% on costs</b>
Senior Payroll Officer	2	G12	£65,710	£75,042
Senior Payroll Officer Administration	1	G11	£28,732	£32,830
Senior Development Officer	2	G11	£57,465	£65,661
Payroll Officer	6	G10	£153,144	£172,250
Payroll Development Officer	1	G8	£20,735	£22,635
Payroll Assistant	2	G7	£39,003	£41,420
Clerical Assistant	3	G4	£49,840	£51,984
<b>Totals</b>	<b>17</b>		<b>£414,629</b>	<b>£461,822</b>

This equates to a total annual saving of between £10,366 minimum and £12,539 maximum. (This is in addition to a previous saving of £31,710 already achieved and accounted for through the disestablishment of a 0.5 FTE Payroll Officer post and 1.0 FTE Payroll Assistant post at April 2010 based on the minimum grade point for these two posts).

#### **4. SERVICE & COMMUNITY IMPACT**

The implementation of this proposal will enable the service to work in a more efficient and effective way which will contribute to enhancing and supporting the delivery of the Payroll service to all.

#### **5. OTHER IMPLICATIONS**

If the realignment of posts is approved by committee, the appointments to the positions will be undertaken in accordance with the Organisational Restructuring – Job Matching Process. .

The staffing complement will continue to be accommodated within the overall area currently allocated to the Payroll Section on the 3rd floor at AECC. Current office equipment will be used.

No negative health and safety implications have been identified. Should any issues arise in the future they will be addressed appropriately.

This proposal will enable the Payroll Section to work in a more efficient and effective way which will contribute to enhancing and supporting the delivery of the service to all users.

There are no other implications arising from this report.

#### **6. REPORT**

##### **6.1 Introduction**

The Payroll Section processes and administers salaries and wages for organisations including Aberdeen City Council, Grampian Police, Aberdeen City Councillors, Aberdeen Safer Community Trust and the Aberdeen Greenspace Trust. It also properly accounts for all pay deductions and provides staffing and other management information from the PSe Payroll/HR system.

As part of the re-structuring at second tier level in the Council, responsibility for the Payroll function has transferred from the City Chamberlain (Head of Finance) to the Head of HR and OD. Also included on the agenda for today's meeting, is a proposal to establish an HR Service Centre. This proposal has the potential to radically alter the service delivery model for HR and it is proposed to place Payroll Service at the heart of this model – recognizing the close association between HR and Payroll Services. As indicated within the HR Service Centre report, it is believed that the synergies and scale economies afforded by this new approach will enable further efficiencies to be made. It is proposed to bring back a further report in due course which will set out the structural implications of the new model. The re-alignment proposals in this report should, therefore, be regarded as interim.

## **6.2 Current Situation**

The changes created by the implementation of Equal Pay and Modernisation has entailed a degree of role change for some members of the payroll team and has presented an opportunity to rationalize the number of posts in the team. At this stage it is possible to rationalize resources still further by formalising the role changes which have taken place.

## **6.3 Benefits of the Proposal**

Implementation of the proposal will enable the Payroll Service to:

- Deal with the changes to terms and conditions brought about by the implementation of Equal Pay and Modernisation.
- Allow the operational payroll teams to cope with the move from weekly payrolls to monthly pay.
- Allow a team of lower graded staff to deal with the clerical and bulk input duties, allowing the more complex work to be carried out by the other operational payroll teams.
- Allow the Development team to deal with the ongoing legislative / non-legislative changes and developments that are required and improve service delivery.
- Allow the service to continue to train the Payroll Assistants in all aspects of payroll while allowing them to support the Payroll Clerical Team.
- Allow the Senior Payroll Officers to have more responsibility to support the work of the Payroll Manager.
- Allow the flexibility for Senior Payroll Officers to support other operational Payroll teams during times of absence.

## **6.4 Consultation**

Consultation on this report has been undertaken with the recognised trades unions i.e. Unison, GMB and Unite.

If Committee approval is given, the aim will be to implement the realignment of posts and appoint staff to positions using the job matching process as soon as practicable.

## **7. REPORT AUTHOR DETAILS**

David Cheyne – Payroll Manager  
[dcheyne@aberdeencity.gov.uk](mailto:dcheyne@aberdeencity.gov.uk)  
01224 814900

## **8. BACKGROUND PAPERS**

N/A