

Members' Library Service Request Form

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Originator	Lesley Berry
Originator's Ref (if any)	
Document Title	Staffing Report - Review of TEC Team

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Authorised By	Sarah Fortune
Designation	Exec Dir - Council Resources
Date	05/01/23

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STAFFING REPORT – NEW POST

REPORT TO: Members' Library Service

BY: General Manager

DATE:

SUBJECT: Review of TEC Team

1 PURPOSE

- 1.1 To seek Head of Corporate Support approval under delegated powers for the creation of a Senior TEC Officer as a Permanent change to the staffing structure.

2 RECOMMENDATIONS

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

3 BACKGROUND

- 3.1 The purpose of this Review is to re-evaluate the TEC structure and create a new position (Senior TEC Officer 1.0 FTE) to support and mentor staff and provide operational support to the Team Manager. It is also anticipated that the Service will look to employ an Apprentice under the Modern Apprentice Scheme, and the Senior TEC Officer will be integral to supporting this and the future demands of the Service.
- 3.2 The Job Evaluation Team have evaluated this role and the post has been evaluated at grade 8 (£30,859 - £34,545)

4 POLICY IMPLICATIONS

- 4.1 There are no policy implications associated with this role.

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 post(s) is considered as regulated work with protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

7 RESOURCE IMPLICATIONS

- 7.1 This post will be funded by deleting one grade 7 post (TEC Officer) and deleting 2 hours from the vacant 17.5hrs grade 11 team manager post resulting with a 15.5hrs vacancy within the establishment remaining. This has been discussed and reviewed by Finance.
- 7.2 Personnel – This post will be ring fenced to the current Grade 7 existing TEC officers, as advised by HR. As part of the approval process HR and relevant Trades Unions will be consulted.

8. BACKGROUND PAPERS

- Agreed Job Details Form
- Proposed Structure Chart

AUTHOR'S NAME	Lesley Berry
DESIGNATION	Service Manager
CONTACT INFO	Lesley.Berry@nhslothian.scot.nhs.uk
DATE	22/12/2023