



REPORT

To: GENERAL PURPOSES COMMITTEE		Subject: LEGAL SERVICES DIVISION – CLERICAL AND PARALEGAL SUPPORT – SERVICE REVIEW
From: DIRECTOR OF ADMINISTRATION		
Date: 12 December 2006	Ref: WBK/JMB	

**1. Purpose of the Report**

- 1.1 To review and make minor alterations to the Clerical and Para-Legal Support establishment within the Legal Services Division of the Administration Department.

**2. Background**

- 2.1 In March 2005 the opportunity was taken to facilitate a more focused legal support services provision to the Division to meet future business requirements. It was recognised that as a first step the existing role of Office Manager, which had existed since April 1996, would diminish, placing the postholder in a redundancy position. To better accommodate the associated financial costs an application was submitted to the Policy and Resources (Personnel Early Retirement) Sub-Committee in that financial year.
- 2.2 Since that time the Division has been piloting new working methods to provide a more efficient support service to the legal staff. These have been assessed and it is concluded that they represent the best way forward for the Division. A new structure has therefore been established which sees the creation of three new Administrative Assistant (Paralegal) posts (NLC4), two dedicated to the Litigation & Advice Section and one to the Property & Commercial Section. The clerical support team is headed by a new Supervisor (NLC6). The Office Manager (NLC8), two Clerical Officers (NLC3) and 1.5 FTE Clerical Assistants (WPO) (NLC4) have been deleted.

**3. Current & Proposed Structures**

- 3.1 The figures used for comparison purposes are salaries as at 6 November 2006. Mid-grade spinal column points have been used and a 25% uplift applied for employer costs.

### 3.1 Current Structure

Job Title	Grade	£
Office Manager	NLC8	29,348
Clerical Assistant	NLC3 x 3	55,572
Clerical Officer	NLC3 x 2	37,048
WP Supervisor	NLC5	21,052
Assistant WP Supervisor	NLC4	20,132
Clerical Assistant (WPO)	NLC4 x 4.5	90,594
<b>Annual Cost</b>		<b>£253,746</b>

### 3.2 Proposed Structure

Job Title	Grade	£
Supervisor	NLC6	22,572
Clerical Assistant	NLC3 x 3	55,572
Administrative Assistant (Paralegal) – Litigation & Advice	NLC4 x 2	40,264
Administration Assistant (Paralegal) – Property & Commerical	NLC4	20,132
WP Supervisor	NLC5	21,052
Assistant WP Supervisor	NLC4	20,132
Clerical Assistant (WPO)	NLC4 x 3	60,396
<b>Annual Cost</b>		<b>£240,120</b>
<b>Annual Saving From New Structure</b>		<b>£13,626</b>

3.3 Job descriptions and grades have been prepared and evaluated in conjunction with the Head of Personnel Services.

#### **4.1 Corporate Considerations**

The new structure will eliminate two red circle posts from the Division, specifically Clerical Officer (NLC3). UNISON has been consulted and has no adverse comments to make.

#### **5.1 Recommendation**

The Committee are recommended to approve the New Structure and remit the report to the Policy & Resources (Personnel) Sub-Committee.

  
**Director of Administration**