



REPORT

To: POLICY & RESOURCES (ESTABLISHMENT MONITORING) SUB COMMITTEE		Subject: LEGAL SERVICES DIVISION – CLERICAL AND PARALEGAL SUPPORT – SERVICE REVIEW
From: DIRECTOR OF ADMINISTRATION		
Date: 30 November 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 with 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
Annual Cost		£253,746

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
Annual Cost		£240,120
<i>Annual Saving From New Structure</i>		<i>£13,626</i>

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