

Decision under Delegated Powers

Officer Requesting Decision

Head of Leisure and Culture

Officer Making the Decision

Chief Executive.

Recommendations

1. Delete full time post of Market Operations Supervisor M212 (scale 3).
2. Create 2 part time Team Leaders posts of 16 hours per week each (scale 2).
3. That the current holder of the deleted post (recommendation 1) be ring fenced to one of the newly created posts (recommendation 2).
4. To reduce the number of Market Operator annualised hours from 5,148 hours per annum to 4,628 per annum and currently weekly hours would be reduced from 99 hours per week to 89 hours per week.
5. To adjust the Market Operatives' working patterns to support the needs of the service.
6. A one-off virement of £10,000 be made from the salary budget to fund the installation of Gazebo ground anchors, and the purchase of a flatbed trailer to improve safety and operational efficiencies.
7. That the changes be effective from 1 August 2017.

Reasons

- 1) Following a review of the markets stall erection and dismantling operation, it has been recognised that a single full time post of Market Operations Supervisor does not meet the current need for consistent supervision and ability to respond to customer needs and quality control.
- 2) The creation of two part-time Team Leader posts (16 hours per week each post) to replace the deleted post would provide the increased supervision required to make the service more responsive to the needs of the traders and local retailers affected by the stall lay out.
- 3) To allow the current holder of the deleted post the opportunity of taking up one of the newly created posts.
- 4) To reflect the required number of market operative hours necessary to put up and take down the market stalls in line with the new practice delivery of erecting stalls on Wednesday evening and leaving the traditional stalls in situ until Saturday evening

- 5) The improved method of service delivery of erecting stalls on Wednesday evening and leaving the traditional stalls in situ until Saturday evening will reduce the number of annualised hours required delivering savings. This review will also provide the appropriate support for the development and implementation of the Departmental objectives and team plans in the delivery of financial and improved levels of satisfaction targets. There are currently vacant hours within the Market Operation which have proved almost impossible to recruit to. The proposed changes including the time the stalls are erected and the improved level of supervision would help to make the posts more attractive while providing an improved and responsive service
- 6) A request for a one off virement of £10,000 to be made from the salary budget will deliver a reliable method of transporting and securing the stalls in inclement weather.
- 7) To ensure that the Organisational Change process is adhered to.

Authority for Decision

The Chief Executive under part 3 of the constitution as Head of Paid Service has delegated authority:

- To agree changes to the establishment within the budget and without major service or policy implications, affecting no more than five posts in any single case (item 6 on page 3-26) - recommendations 1-4 and 6.
- In the exercise item 6 on page 3-26, to authorise expenditure to be met from the Reinvestment Reserve for the purposes of meeting any redundancy or salary protection costs that might arise (item 7 on page 3-26- recommendation 5.

Decision and Date

APPROVED

 27 JUNE 2017

Consultation process

The consultation process initially circulated on the 17 March relating to the re organisation of the Councils Markets and Fairs section has now concluded and a final consultation paper has been prepared. The consultation process allowed questions and comments from all employees affected by the review. Responses were provided in meetings and in letters. At the end of the consultation period all of the comments and suggestions were thoroughly considered and responded to before the drafting of the final consultation document.

The changes made following the consultation included: the addition of an additional market operative on Thursday evening to facilitate the re-jig and takedown of the Gazebos and the use of Team Leaders on each day that the stalls are built up, dismantled or moved.

The changes to the original consultation document have resulted in an overall increase to 16 hours per week in the employment of team leaders and an overall reduction of 10 hours per week in the employment of market operatives. This is due to a team leader taking the place of a market operative on the additional hours scheduled to improve the level of supervision. Due to the service currently carrying vacant posts for market operatives this change has not had an impact on any of the current employees.

Background

Loughborough Markets and the Annual Fair are managed and administered by a staffing team including an Operations Supervisor and a number of Market Operatives who collectively form the operational arm of the Markets and Fairs team.

A review of the service supported by the Markets and Fairs Manager identified that a re-organisation to the operational procedures currently applied would ensure the efficiency and quality of service delivery and also lead to significant savings being made on the operational costs of providing the Market infrastructure. With this in mind it was identified that the existing full time post of Operations Supervisor should be replaced by two part-time Team Leaders. The member of staff affected has been consulted in line with the Organisational Change Process and the appropriate notice has been given to the staff member regarding payment of compensation. At the same time the operational hours and procedures have been reviewed to ensure that Market Operatives are working to maximum and economical efficiency.

The current procedures involve the putting up and taking down of stalls at the beginning and end of each trading day. This exercise is costly and labour intense. Part of the preparation for this review involved piloted changes to the current operation and stalls have been left in place over the three days of trading. (The full set up of the stalls has been carried out on Wednesday evening, with the full take-down taking place on Saturday evening with the bulk of the staff employed on these occasions). Some staff are used in between to re-jig to the Friday set up and again to re-jig for the Saturday set up. It is recommended that this new way of operating is adopted to achieve the efficiency and savings mentioned above and a one-off virement to be made from the salary budget to fund infrastructure that would support this new way of working and help to mitigate health and safety risks re fixing of stalls and their safe transportation.

Comments from HR

HR Advisor: Anna Cairns (5/6/17)

Summary of Comments from HR: This has been consulted via the Organisational Change process, and the affected member of staff has been met with on a number of occasions. HR seen recommendations (both draft and final, if amended): Y

Financial Implications

The proposal deletes one full-time post and creates two part-time posts while reducing the number of hours utilised through changes in operation within the Market and Fairs section of Leisure and Culture. These include:

- Deletion of post Market Operations Supervisor M212 (scale 3)
- Create 2 part-time Team Leaders posts (scale 2) employed for 16hrs per week each post.
- The reduction of the number of Market Operator Annualised hours from 5,148 to 4,628
- Changes to Market Operatives working patterns

The following table reflects the 2017/18 financial implications:

Post Number	Post title	Change	Budget 2017-18	Restructure	Saving (-)
M212	Market Operations Supervisor (Scale 3)	Delete 37 hours per week	£27,700	£0	-£27,700
NEW	2 x Part time Team Leader (Scale 2)	16hrs per week each post	£0	£18,200	£18,200
M265	Part time market operatives (Scale 1)	Reduction of 12 hours per week, from 99 hours to 89 hours per week based on weekly markets	£62,700	£54,600	-£8,100
		Ongoing savings	£90,400	£72,800	-£17,600
M212	Market Operations Supervisor (Scale 3)	One-off compensation payment of £2,555.64 due to loss of 21 hours (E400 A0101)			£2,600
		One-off virement for Gazebo ground anchors and purchase of flatbed trailer (E400 D0102)			£10,000
		Net saving			-£5,000

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Ability to recruit to posts due to unsociable hours	Unlikely	Significant	The time of market erecting and dismantling has been changed allowing for a reduction in the number of unsociable hours, e.g. Evening work has replaced overnight working in order to make the job more attractive and reduce health and safety issues.
Stalls left unattended overnight	Unlikely	Significant	The practice of leaving the traditional stalls out overnight has been piloted over an 18 month period and no issues have been reported. This is common practice across the market industry. The Gazebos will continue to be taken down and packed away between each market as they are more portable and more likely to be at risk.

Key Decision:

No

Background Papers: Consultation Document Feb 2017, Final Consultation Report May 2017. Equality Impact Assessment. New Job Description – Team Leader

