

21 NOVEMBER 2006

**PROPOSED CORE STAFFING ESTABLISHMENT****Report by Director**

This report seeks the Partnership Board's approval of an initial staffing establishment and associated Terms & Conditions of Employment for staff. The report also proposes that longer term staffing arrangements, addressing delivery requirements of the finalised Regional Transport Strategy, is the subject of a report to an early meeting of the new Partnership Board after the May 2007 Council elections.

**1 RECOMMENDATIONS**

That the Partnership Board :-

- (i) approves the initial staffing structure set out in the report and Appendix A;
- (ii) delegates authority for making staff appointments to the Director, in consultation with the Management Team;
- (iii) approves the Terms & Conditions of Employment for staff as set out in Appendix C; and
- (iv) agrees that a further report, addressing the options for which Regional Transport Partnership Model the Partnership should follow, is submitted to an early meeting of the new Partnership Board after the May 2007 Council elections.

**2 BACKGROUND**

- 2.1 At its meeting on 25 April 2006 the Board approved a Core Budget for 2006/07, which included broad assumptions for Partnership staff numbers and salary grades, based on the anticipated level of resources which might be required to undertake the workload of the Partnership (Report RTP/06/17 refers). The staff cost model approved at that time allowed for up to 8 staff, including the Director, two Chartered Engineers, 3 Technicians and 2 Admin/Clerical staff, with an estimated annual staffing budget of £253,000.
- 2.2 At its subsequent meeting on 27 June 2006 the Board agreed to receive a report on proposals for a core TACTRAN staffing establishment to its meeting on 26 September 2006, the proposals to be developed in consultation with constituent Councils. Reporting on this matter was deferred until this Special Meeting, in order to allow more time for discussion with Councils on the immediate and possible longer term staffing requirements of TACTRAN.

- 2.3 The finalised Regional Transport Strategy (RTS), due to be submitted to the Transport Minister in the Spring of next year, is expected to indicate the proposed arrangements for delivery of the Strategy, and the extent and pace of any transfer of functions from constituent Councils to the Partnership. These are matters which will be the subject of detailed review and discussion with Councils as the RTS develops over the coming months.
- 2.4 The proposals contained in this report reflect discussion with Council chief transportation officers on the immediate staffing needs of TACTRAN, whilst also having regard to how the organisation might potentially develop beyond a “Model 1” RTP, in support of delivering the emerging RTS.

### **3 DISCUSSION**

#### **Initial Staffing Establishment**

- 3.1 As a “Model 1” RTP, TACTRAN’s principal responsibilities are the development and subsequent implementation of the RTS, regional promotion of Travel Plans and Active Travel, engaging with health authorities on access to health facilities, participating in Community Planning, and developing and implementing a Capital Programme of projects, utilising Scottish Executive grants. The “Model 1” statutory functions are completely new and are not currently carried out by the constituent Councils. Consequently it is unlikely that there will be any TUPE implications with regard to “Model 1” functions.
- 3.2 It is proposed that a Strategy Manager and a Projects Manager are appointed to develop and manage the current core areas of partnership activity. Areas of specific responsibility are outlined in Appendix A. Subject to detailed post evaluation, it is anticipated that the grade for these posts will be in the range £40,000 - £45,000.
- 3.3 It is proposed that both Manager posts are supported by a Graduate/ Technician post, graded comparably with similar local authority posts at AP/T 1 – 4, scale points 13 - 30 (£14,829 - £23,610), with placement dependent on qualifications and experience. The Strategy Manager would also line manage the Travel Plan Officer post, which the Board approved at its meeting on 17 August (Report RTP/06/28 refers).
- 3.4 At it’s meeting on 17 October 2006 the Board approved the appointment of an Office Manager/PA to support the Director and other core staff. It is proposed that the Office Manager/PA is supported by a Clerical Assistant, initially appointed through the Skillseekers programme, with continuation subject to review of ongoing clerical and administrative support requirements as the Partnership develops.
- 3.5 All posts would be subject to open advertisement on a permanent basis, with the exception of the Skillseeker. The Partnership has previously established an Appointments Committee to deal with non-Councillor Board appointments and the appointment of the Partnership Director. The Board is asked to agree that responsibility for appointing to the staff structure proposed in the report is

delegated to the Director, in consultation with the Management Team. It is proposed that the Partnership's core staffing establishment is known as the TACTRAN Executive.

### **Terms & Conditions of Employment**

- 3.6 Draft TACTRAN Terms & Conditions of Employment have been developed for the Director and for all other employees. These are modelled on existing Local Authority Terms & Conditions of Employment, amended to reflect the more flexible operational needs of TACTRAN, as a "Model 1" RTP organisation. The Terms & Conditions of Employment for the Director incorporate conditions agreed at the time of appointment.
- 3.7 The Board is asked to approve the Terms & Conditions of Employment for TACTRAN employees, as set out in Appendix C. These will be reviewed in light of developments in relation to the longer term staffing requirements of the Partnership, as discussed below.

### **Future Staffing Requirements**

- 3.8 As indicated above, the Partnership's longer term staffing requirements will be heavily influenced by the finalised RTS. The RTS must identify leading and supporting delivery agents for each of its component parts, and identify any statutory or other transport functions that the RTP itself needs to adopt in order to ensure that the strategy is delivered.
- 3.9 At this relatively early stage of development of the RTS it would be premature to speculate on which delivery functions might be more appropriately and effectively delivered at a regional level, either by the RTP directly or in partnership with constituent Councils. These matters will clarify through detailed discussion with Councils as the RTS progresses towards completion over the coming months. Where it is deemed appropriate for functions to be delivered by the RTP, and there is associated transfer of staff, the TUPE Regulations apply and there would need to be consultation with staff and Trade Unions.
- 3.10 Discussion with lead Transportation officials of the constituent Councils has indicated a willingness to discuss the merits of the current Model 1 and potential Model 2 options. In addition, Stirling Council already has joint delivery arrangements with Clackmannanshire Council and is in active discussion on extending these, although any decisions on this are unlikely to be taken until after the Council elections in May 2007. This raises cross-RTP issues which will require early discussion with both Clackmannanshire and SESTRAN.
- 3.11 It is proposed that the Director progresses detailed discussion with constituent Councils on longer term RTP Model options and associated staffing requirements, in light of the emerging and finalised RTS, with a view to reporting to an early meeting of the new Partnership Board, after the May 2007 elections.

3.12 Although the exact nature of any “Model 2” structure cannot be anticipated at this stage, the initial staffing proposals identified above will still be required in any possible future evolution beyond “Model 1”. Approval of the initial structure and the recruitment proposals will not prejudice any future decisions with regard to other functions and possible TUPE transfers. The function and purpose of the proposed posts of Strategy Manager and Projects Manager will be required in any "Model 2" arrangement and the opportunity to attract the best staff needs to be grasped as early as possible.

#### **4 CONSULTATIONS**

4.1 The report has been prepared in consultation with constituent Councils and Personnel advisers. Development of proposals for longer term staffing requirements will also be the subject of detailed consultation with Councils.

#### **5 RESOURCE IMPLICATIONS**

5.1 The indicative Revenue Budget approved by the Board on 25 April 2006 for the current Financial Year includes an allowance of £243,599/annum for staff salaries and associated “on-costs”, plus £9,464 for staff training and courses.

5.2 The projected full year staff salaries costs for the proposed establishment outlined in the report, excluding the post of Travel Plan Officer which is being fully funded this year and in 2007/08 from a specific Scottish Executive Grant, amounts to £266,509 (April 2006 prices), as detailed in Appendix B. On the basis of ongoing review of full year Core Budget requirements, it is anticipated that these revised projected staffing costs can be accommodated within the Partnership’s annual Core Revenue Budget of £400,000 (2006/07 prices).

5.3 The costs of advertising and appointment will be eligible for recovery through the Scottish Executive’s Transitional Costs grant to the Partnership.

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#### **NOTE**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 were relied on to any material extent in preparing the above report.