

Staffing Vacancies at 31st July 2020

Appendix A

Post	Already Shared	To be considered in relation to shared services	Notes
Corporate			
Chief Executive			The post became vacant on 15/07/20. SRBC has been paying 50% of the costs for the Interim Chief Executive since 1 st June 2020.
Neighbourhoods & Development			
Community Involvement Officer			The post was created with effect from 1 st April 2020 as part of the MTFS.
Youth Council Officer (Community Involvement)			The post was created with effect from 1 st April 2020 as part of the MTFS.
Engineering Technician			Vacant since 14/09/19. The post was created by upgrading an apprentice role but the person in post then left the organisation. The team is able to function without this role and so there are plans to delete it and create an additional Facilities Management role to bolster that service.
Graphic Designer		Y	Vacant since 30/11/19
Environmental Health – Housing Enforcement Officer			The post was created with effect from 1 st April 2020 as part of the MTFS.
Neighbourhoods Team Operative			Vacant since 31/05/20
Planning & Property			
Assistant Director of Housing & Property			Vacant since 22/03/20. The post is being kept vacant pending a restructure of the senior posts within the directorate.
Apprentice (generic role)			There is one budget within the Planning & Property directorate that covers all apprentice roles within the organisation. The post-holders are assigned to various teams across multiple directorates. There is one vacancy, which was also vacant all throughout 2019-20. The post was intended to be used for the Gateway team. It was advertised twice but there were no suitable candidates.
Estates Officer			Vacant since 05/04/20
Housing Options Officer			Vacant since 13/07/20
Museum Curator			Vacant since 31/05/20

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Planning Enforcement Officer 2 FTE			One post has been vacant since 01/08/19, when a new structure was implemented. It was kept vacant to assess whether it is required in the long term. The other post has recently become vacant on 31/05/20. Agency support has been procured for the short-term.
Youth Support Officer			The post was created with effect from 1 st April 2020 as part of the MTFs, to be funded from the surplus income from Sports Development held in reserves.
Customer & Digital			
Gateway Officer			Vacant since 01/12/19
Gateway Receptionist			Vacant since 01/11/19
Gateway Receptionist			Vacant since 02/02/20
IT Cyber Security Trainee			The post was created with effect from 1 st April 2020 as part of the MTFs.
IT Security Support Officer			Vacant since 01/07/19, when a restructure was implemented. The post has been advertised twice but there have not been suitable candidates to appoint.
IT Senior Network Support Analyst			Vacant since 14/02/20. The post holder retired and there was a pension strain cost of £74,100. The post will be kept vacant during 2020/21 to fund that cost.
Revenues & Benefits Officer 2 FTE			One post has been vacant since 29/02/20 and another became vacant on 26/07/20. Options are being considered regarding potential regrading of these posts and/or other minor restructure changes within the team.
Governance			
Democratic Services Officer	Y	Y	Vacant since 20/07/20
Governance & Member Services Team Leader	Y	Y	Vacant since 02/02/20. The post has been replaced by a lower-graded Democratic & Member Services Officer role. A new starter will begin in September. The saving from reducing the grade will be incorporated into the shared services review.
Head of Licensing		Y	Vacant since 23/02/20

Post	Already Shared	To be considered in relation to shared services	Notes
Interim Head of Shared Assurance	Y	Y	This post is <u>not</u> part of the budgeted establishment. The role has been carried out on an interim basis since December 2018 when the previous role was disestablished as part of a senior management restructure. The intention has been to review the structure of the team and create a permanent role but for various reasons this has had to be postponed several times. The post-holder left on 30/06/20.
Principal Auditor	Y	Y	Vacant since 10/05/20
Auditor 1.2 FTE	Y	Y	Both posts were vacant all throughout 2019-20 and were temporarily covered by agency staff at various points. The agency cover finished in May 2020.
Insurance Officer	Y	Y	Vacant since 13/10/19. Another officer has been acting up to this role but their substantive role is not currently back-filled.
Finance			
Director of Finance	Y	N	The post was included in the budget for 2019-20 based on assumptions from the previous senior management restructure that took effect during 2018-19. The post was vacant all throughout 2019-20 and has not yet been filled.
Management Accountant	Y	N	Vacant since 05/06/20
Communications & Visitor Economy			
No vacancies			
Transformation & Partnerships			
HR Advisor	Y	Y	Vacant since 29/02/20
Business Support Officer	Y	Y	Vacant since 31/12/19

Notes:

1. FTE stands for Full Time Equivalent and is used for part-time posts to show a comparison against a full-time post.
2. MTFSS stands for Medium Term Financial Strategy, which is the annual document that outlines the Council's detailed budget for the following financial year and planned budgets for the next few years after that.