



# Renfrewshire Valuation Joint Board

**Report to:** Renfrewshire Valuation Joint Board

**Meeting on:** 20 May 2016

**Subject:** Update on Restructure – Part 1

**Author:** Depute Assessor & Electoral Registration Officer

## 1.0 Introduction

The Board is aware of the need for the organisation to begin a restructuring in part due to the loss of 2 posts to VER.

- 1.1 Review – the main effect on the organisation was the loss of the post of Senior Administrative Officer. The postholder's duties have now been spread to 3 other posts, which has resulted in 2 re-gradings of existing posts. The original Administrative Officer post has been re-evaluated by Renfrewshire Council's Job Evaluation Team and has resulted in this post being regraded and the title of the post being changed to Data Manager.

The second re-grading has been for the existing post of Secretary, which after being re-evaluated to take account of the new duties this post will now cover has resulted in the post being changed to Service Co-ordinator with a resultant re-grading, again after the post was re-evaluated by Renfrewshire Council's Job Evaluation Team.

The third post which has been affected is the Principal Administration Officer's Post, however, at this time the extra duties added to this post have not resulted in a re-grading.

The second post which was sacrificed under VER was an Auditor's position. The full effect of losing this post will not be evident until the newly appointed Data Manager has re-assessed working practices and protocols. It is anticipated should there be any need for review this could be accommodated within the existing structure.

- 1.2 Consultation – the 2 re-graded posts have been considered by our local Unison Representative who accepts the outcomes. However, the changes made so far are only part of the full restructure which has still to be determined. Once the second and final part of this process has been carried out the complete restructure will be submitted for Unison's consideration.

## 2.0 Recommendation

The Board notes the contents of this report.

**Note Attachment** – RVJB Structure as at April 2016

Kate Crawford  
Depute Assessor & ERO  
5<sup>th</sup> May 2016

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# Renfrewshire Valuation Joint Board Staff Structure, 2 May 2016

Assessor and ERO

Depute  
Assessor and ERO

Principal Admin Officer

DA and ERO

Principal Valuer

Senior Valuer

Senior Valuer

Valuation Team

Valuers  
(3)

Trainees  
(1)

Property Assistant  
(1) (T)

Valuation Team

Valuers  
(3)

Trainees  
(1)

Valuation Team

Valuers  
(2)

Trainees  
(1)

Property Assistant  
(1) (T)

Clerical Manager

Clerical

Senior Clerical  
Officers  
(3)

Clerical Assistants  
(8)

Data Manager

Audit Team

Admin Officers  
(3)

Admin Support

Admin Assistant  
(1)

Service  
Coordinator

(1)

Mail Room

Clerical Assistant  
(1)

IT Support

IT Managers  
(2)

IT Support Officer  
(1)

