

Meeting:	Pensions Committee
Date:	11/02/16
Title:	Pension Administration Unit Staffing
Purpose of Report:	Minor change to staffing structure from 1/3/16
Author:	Nicholas Hopkins – Pensions Manager
Recommendation:	To accept the new staffing structure

## 1 Background

1.1 Following recent appointments within the Section, in order to assist in the office's checking work, it is suggested that one post's grade is upgraded from an S2 Communications Officer to a scale S3 Senior Communications Officer. The additional cost will be £3500.00 per annum including employer National Insurance and pension contribution.

## 2 Review of staffing of the Pensions Unit from 1/3/16

2.1 To improve the efficiency of the Pensions Administration Unit, it is proposed that a minor structural adjustment is made to widen the supervisory responsibility within the Section. The proposed structure is shown in Appendix 2 (for information the current structure is shown in Appendix 1)

2.2 It is proposed to change the job description of the current grade S2 post of Communications Officer (5EE014) to a grade S3 Senior Communications Officer to lead on communications matters. The revised structure (Appendix 2) would be more flexible in respect of supervising and managing the Section's procedures

Details of post	Proposed scale	Full time annual pay	Additional cost
Senior Communications Officer	S3	£34,892	£3500
Annual total			£3500

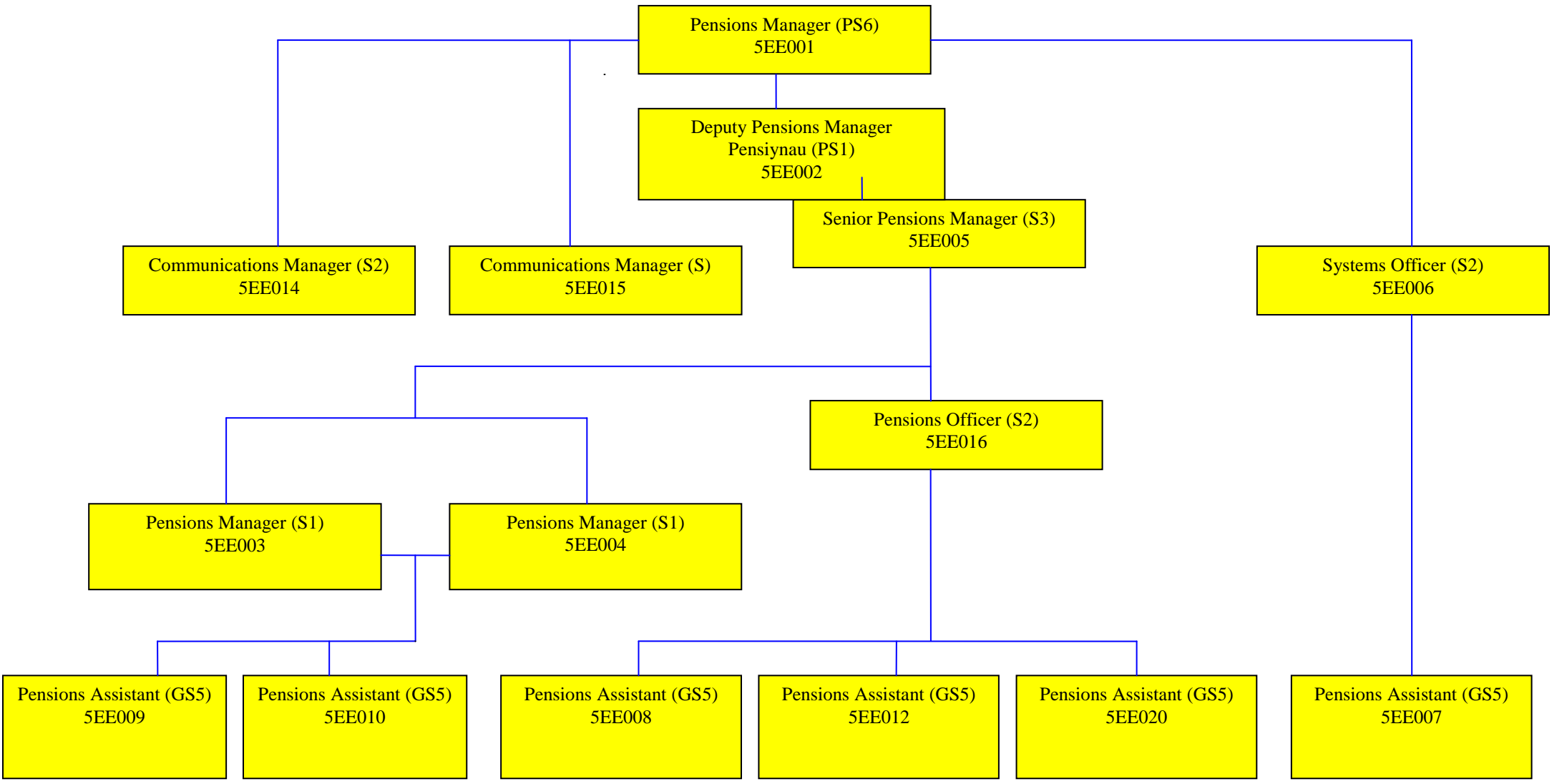
## 3 Recommendation

3.1 Members are requested to approve the increase in expenditure to change the staffing structure at a cost of £3500.

3.2 To agree the revised staffing structure for the Pensions Unit in accordance with Appendix 2 effective from 1/3/16.

**Appendix 1**

**Current Structure**



**Appendix2**

**Proposed Pensions Administration Structure with effect from 1/3/2016**

