

## **Staffing Update**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to present to the Performance and Audit Committee an update on staffing and recruitment activities within the partnership.

### **2. BACKGROUND**

- 2.1 Under SEStran's Governance Scheme, (Standing Orders: Part 3 - List of Officer Powers; Section 2 - Delegation to Partnership Director) the Partnership Director is authorised to:
- Appoint officers within agreed staffing and expenditure levels
  - Amend structures of gradings below the level of Partnership Director
  - Within agreed staffing and expenditure levels, and subject to existing terms and conditions, carry out such performance appraisals and implement such performance related pay schemes as from time to time may be appropriate
- 2.2 The resignation of the Senior Partnership Manager in February and the retirement of the Strategy Manager in March of this year provided the Partnership Director with an opportunity to review the organisational structure. This review has been conducted in consultation with SEStran staff, SEStran's HR Adviser and Financial Accountant and a specialist Job Evaluation Consultant to devise a long-term and flexible solution for staffing that enables effective and efficient delivery of key priorities, tackles the challenges being faced by the organisation and provides a structure that supports the development of all staff.

### **3. STAFFING AND RECRUITMENT**

- 3.1 The organisational chart is appended at Appendix 1.
- 3.2 The vacancy arising from the resignation of the Senior Partnership Manager in February was advertised and filled internally in May 2023. The appointment of the existing Programme Manager to this role allowed for the retention of organisational knowledge, and provided continuity of staff, at a time when the organisation had lost a number of key personnel.
- 3.3 One of the key priorities tasked to the Partnership Director is raising the profile of the organisation. This has led to the creation of a new Communications and Marketing Officer post. This post, along with the newly vacant Programme Manager post and the Strategy Manager post were advertised on the Myjobscotland website and LinkedIn.
- 3.4 Interviews were held in early August. Following the interviews, the interview panel, consisting of the Partnership Director, Senior Partnership

Manager and Business Manager, made conditional offers to the preferred candidate for each role.

- 3.5 All conditional offers were accepted and pre-employment checks are being undertaken. It is anticipated that unconditional offers will be issued in early September and the candidates have indicated that they will be in a position to take up posts before the end of this year (their notice periods vary from 4 to 12 weeks).
- 3.6 External consultancy support will be maintained until staff are in post and reviewed again at that time.
- 3.7 The vacant Projects Officer post will remain on the staffing template and kept under review.
- 3.8 The Performance and Audit Committee should note that all staffing and resourcing activity is contained within agreed budgets and expenditure levels.

#### **4. RECOMMENDATIONS**

- 4.1 The Committee is asked to note the contents of the report.

Angela Chambers  
**Business Manager**  
1<sup>st</sup> September 2023

#### **Appendix 1: SEStran Organisational Chart**

Policy Implications	None.
Financial Implications	All changes contained within approved budgets.
Equalities Implications	None
Climate Change Implications	None

