

RESTRUCTURE REPORT

For restructures or changes with an impact of up to £500,000

Report of:

Director of

Contact officer and telephone number: Andrea Kilby

Email: andrea.kilby@enfield.gov.uk

Summary of Restructure

The Council's in-house legal team comprises a mix of qualified and non-qualified legal personnel and business support staff. There are around 60 members of staff, some full-time, some part-time, some permanent, some fixed-term and some agency.

Following a restructure in September 2022 there are now 4 teams

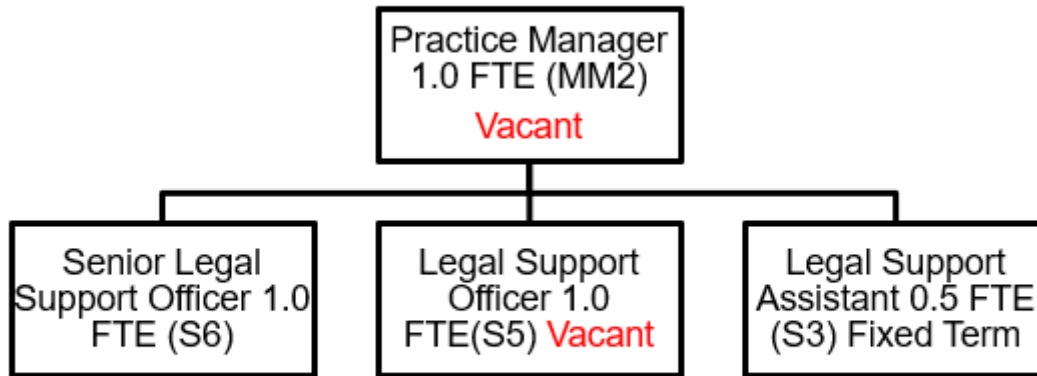
- Safeguarding, headed by a Principal Lawyer
- Regeneration and Contracts (comprising property, planning, regeneration contracts and commercial work), headed by a Principal Lawyer
- Corporate, Litigation and Housing, headed by a Principal Lawyer
- Practice and Business Support, headed by a Practice Manager

Restructure Report for Practice and Business Support Team

A restructure of the team is required to create a comprehensive legal business administration support offering to the service that means unnecessary administration tasks are not undertaken in the legal teams and that case work can be prioritised to ensure the most efficient throughput.

This restructure proposal does not include the Practice Manager post, which is dealt with in a separate restructure proposal within the Law and Governance Service.

The current structure is as below and the duties of each of the staff



Duties

Ownership of the end to end invoice and billing process for the service
 Payment request invoice processing and good receipting.
 Payment queries
 Raise POs
 APW Process
 E forms
 RFF
 Iken superuser
 TR monthly reports
 Time reports ad hoc
 Recharges

Duties

- Post
- Scanning requests
- Printing requests
- Sealing
- Monitor support request in-box
- Monitor Legal implications inbox
- Notices
- Deeds and records requests
- New starters and leavers
- IT liaison

Duties

- Post
- Scanning requests
- Printing requests
- Sealing
- Monitor support request in-box

The cost of the current team (using the previous vacant post holder scale grades as the costing point)

Role	Cost £
S6 -19 Senior Legal Support Officer	40,381.00
S5 -12 Legal Support Officer (vacant)	35,839.00
S3 – 17 Legal Support Assistant (0.5fte)	16,188.50
	92,408.50

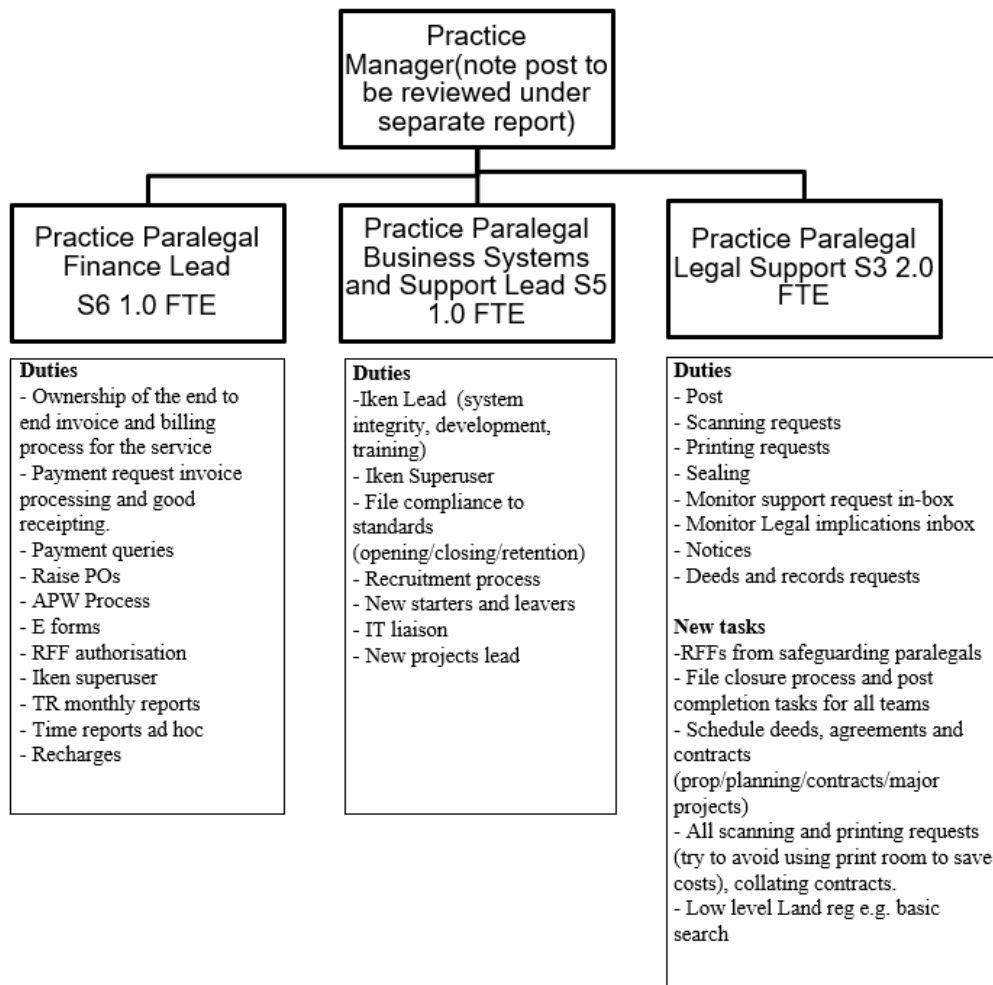
The restructure rebrands the team’s name to Legal Practice Support Team. The restructure revises the S5 Legal Support Officer post responsibilities, as 80% the current duties the post holder would be responsible for is suitable to be undertaken by a S3 Legal Administration Assistant. The team is lacking the capacity of a post that can lead on the administration and data integrity of the case management system, ownership of file opening/closing and record retention and general champion of IT systems such as HR systems Job Train and organisational systems such as keeping the intranet updated. The post will be called Practice Paralegal Business Systems and Support, graded at S5.

Currently there is also limited capacity of the S3 role with the current post being filled at 0.5FTE (3 days per week ay 6 hours per day) on a fixed term arrangement until 14 January 2024. The 0.5FTE post only limits the administration offer to the legal teams. The availability of an officer who can complete the existing tasks that are assigned to the role and additional tasks that are suitable at this level will

enhance the offer and remove administration work from the legal teams, such as Paralegal's in safeguarding completing Request For Funding (RFF) spreadsheets (a way of requesting invoices to be paid), enough time to sufficiently manage the physical deeds and agreements, filing and file retrieval, and ensuring that there is a service offer for scanning and printing daily. The proposal is to increase the FTE to 2.0 named Practice Paralegal – Legal Support. Recruitment for these posts will not be advertised as full time but we will seek to hear from candidates what availability they are able to offer, with a view to filling the 2.0 FTE with a number of candidates. We hope to attract a variety of skill sets and hope that this approach may encourage work returners.

The S6 post remains unchanged in terms of duties but by a name change to Practice Paralegal Finance Lead.

The new structure proposal is as below



The cost of the proposed structure is

Role	£
S6 Practice Paralegal Finance	40,381.00
S5 Practice Paralegal Business Systems and Support Lead	35,389.00
S3 Practice Paralegal equivs 2.0 FTE	64,754.00
	140,524.00

The variance of the old and new structure is £48,115.50

The proposed increase in the cost of the team is to be funded by the deletion of a vacant Legal Officer post in the contracts team costed at S01-23 £43,243.

In addition, funds from a post in Children Safeguarding team whereby the post holder has reduced working days are also to be allocated to the Practice Management Team at £25,708, of which £5,000 will fund the difference. The remaining £20,000 will be put towards the separate proposal for the Practice Management post as part of a wider Law and Governance review.

There are no colleagues impacted by these proposals. The fixed term colleague filling the S3 role will be able to apply for the advertised permanent posts.

All posts advertised do not require specific qualifications and will therefore be advertised internally for 1 week prior to any external advertising which will follow any suitable internal candidates being interviewed.

Impact on Council Objectives

The provision of an adequate internal legal service supports members and officers across the Council in delivering the Council's priorities in accordance with its strategic objectives.

When did you consult with the Trade Unions?

Date.....8 November 2023.....Contact Name.....

Human Resources: HR must be consulted to provide advice on the impact of the proposal, and plan the changes that will need to be made to update SAP and MI Portal,

This report proposes the creation of posts, and no staff are affected by the proposed deletion of the vacant SO1 Legal Contracts Officer role.

The additional Scale 3 posts provide an opportunity for the officer currently engaged on a fixed term contract to apply for a permanent position.

A new Scale 3 job description has been written and evaluated. A generic Scale 5 job description is in place for the role of Scale 5 Practice Paralegal Business Systems and Support Lead.

Upon approval of this report, the new posts will be created on SAP. The vacant posts (Scale 3 and Scale 5) will be recruited to in accordance with the Council's recruitment and redeployment policies and principles.

Signed.....Irene Papasavva (HRBP Team Manager)... Date.....3 November 2023

Financial Impact:

As stated above the proposal to create an additional 1.5 full time Practice Paralegal Support Officer posts at Scale 3 will cost £48k, this will be funded by deleting the Legal Support officer's post in Contract's team providing a saving of £43k, net required additional funding of £5k will be met from within the service.

There is no redundancy implications as the post proposed to be deleted is currently vacant.

Post Description	Grade	FTE	Create	Delete	Additional fund Req
Practice Paralegal support	SC3-6	1.5	48,566		
Legal officer (Contracts)	SO1-23	1		43,234	
			48,566	43,234	5,331

Signed.....Mala Jugnarain.....
Date.....20/10/2023.....
(Financial Accountant)

This report must be signed by the Director before it is implemented

Signed Date
(Director of Department)

Where the proposals include creation of new posts the Executive Director must also sign before the proposals are implemented.

Executive Director Name.....

Signed Date