

Appendix A – Proposed establishment & service changes

1.2.1 Museum Attendants - There are currently 2 x Museum Attendant (Sc4) posts and the proposal is to reduce these by one. This will have implications for covering the Museum's opening hours, particularly at weekends and including the public opening of the Archives Search room and the Museum on Public Holidays. The public search room will open on alternate rather than every Saturday afternoon. Archives staff already work alternate Saturdays and the Museum Curator and the Deputy Curator occasionally work at weekends on a voluntary basis, but now this will be formalised. We will consult with staff on the introduction of regular scheduled weekend working for all Museum and Archives staff. This will be one (7hr) Saturday and one (5hr) Sunday in a 4 week period for full time staff, alternate Saturday afternoon's for the Archives Assistant (as current) and one (5hr) Sunday in four for the part time Museum Education Officer. This will have a cost implication and to offset this. The hours of the Museum's Education Officer post will be reduced to 18 from 36 (18 hours currently unfilled) and the budget used to fund the additional costs of the restructure, occasional relief cover at weekends as necessary and provide external support for the Museum's Education programme as required.

The Museum Attendants will be offered the opportunity to apply for voluntary redundancy [VR]. If this is not taken up, recruit to stay interviews will be held and the displaced member of staff will be issued with contractual notice (according to their length of continuous service with LBH) and be subject to the Council's redeployment procedures.

1.2.2 Archives and Records Management - The proposal is to delete the Archives and Records Manager (PO2) post. The post holder will be offered the opportunity to apply for VR. If this is not taken up, the post holder will be issued with contractual notice (according to their length of continuous service with LBH) **and** be subject to the Council's redeployment procedures. The management of the Archives and associated staff will be transferred to the Museum Curator as part of the restructure of the Museum and Archives Service.

1.2.3 The proposal is to delete 2 x Records Management Officer (SO1) posts and create 1 x Museum and Archives Officer post (SO1). The Records Management Officer posts are currently occupied and the post holders will be offered the opportunity to apply for VR. If this is not taken up, closed ring fence interviews for the Museum and Archives Officer post will take place and the displaced member of staff will be issued with contractual notice (according to their length of continuous service with LBH) and be subject to the Council's redeployment procedures.

1.2.4 Library Site Managers - There are currently 7 (6.16 FTE) x Site Manager posts (Sc3) and the revised proposal is to reduce these to 5 (3.66 FTE). All the posts are occupied. This will impact on the level of Site Manager Cover we are able to provide, especially at Hornsey and St Ann's Libraries. However the addition, following consultation, of a part time weekday only site manager will improve the level of cover at both Hornsey and Wood Green libraries. Site Manager cover will only be provided at St Ann's Hall when essential, by arrangement with the Senior Site Manager. Site Manager cover at Central Library will be based on one Site Manager on duty rather than two. We will consult with Site Managers on the proposed changes to their working patterns, as staff will be required to change their

shift patterns and work alternate weekends (Saturday/Sunday) as part of their scheduled hours, instead of the current alternate Saturdays only.

The post holders will be offered the opportunity to apply for VR. If this is not taken up then recruit to stay interviews will be held and the displaced members of staff will be issued with contractual notice (according to their length of continuous service with LBH) and be subject to the Council's redeployment procedures.

1.2.5 Mobile & Housebound - There are currently 3 x Library Assistant/Driver (Sc4) posts and these will be reduced to two. These posts are occupied. The impact of this will be minimised by the more regular involvement of the Community Programmes Officer: Wellbeing & Access in the direct delivery of Mobile & Housebound services.

The post holders will be offered the opportunity to apply for VR. If this is not taken up then recruit to stay interviews will be held and the displaced member of staff will be issued with contractual notice (according to their length of continuous service with LBH) and be subject to the Council's redeployment procedures.

1.2.6 Stock Section - There are 1.5 x Acquisition Librarian (Sc6) posts and the proposal is to reduce these to 1 x 0.5 post only. These posts are currently occupied. The post holders will be offered the opportunity to apply for VR. If this is not taken up then it will be assumed that both of the current post holders are expressing an interest in being considered for the 0.5 post as a suitable role. Recruit to stay interviews will take place and the displaced member of staff will be issued with contractual notice (according to their length of continuous service with LBH) and be subject to the Council's redeployment procedures.

The staff reductions are achievable as a result of the improved availability of shelf ready stock, including audio-visual stock and the further development of RFID technology.

1.2.7 Library Managers – There are currently 4 Library Managers and the proposal is to reduce this to 3. The post of Library Manager: Marcus Garvey will be deleted. Line management of the staff at Marcus Garvey Library (excluding the children's library staff) will be transferred to the Library Service Delivery & Development Manager. Each of the three remaining library managers (for Wood Green, Hornsey & Children & Young People) will take responsibility for 2 branch libraries.

The post holders will be offered the opportunity to apply for VR. If this is not taken up, recruit to stay interviews will be held and the displaced member of staff will be issued with contractual notice (according to their length of continuous service with LBH) and be subject to the Council's redeployment procedures.

1.2.8. Senior Librarians – The proposal is to reduce the number of posts at this level by one and we expect savings to be achieved on a VR basis. The remaining SO1 professional staff will be offered the opportunity to move between the different SO1 roles (Branch Manager; Information, ICT & Business Librarian; Local History Librarian and Presentation & Information librarian).

The post holders will be offered the opportunity to apply for VR. If this is not taken up, recruit to stay interviews will be held and the displaced member of staff will be issued with contractual notice (according to their length of continuous service with LBH) and be subject to the Council's redeployment procedures.

1.2.9 Library & Information Officers – There are 39 (31FTE) x Library & Information Officer (Sc4) posts and the revised proposal is to reduce these by 3, rather than 2.5 to offset the cost of the additional 0.5 site manager. Currently there are two Library & Information Officer posts vacant: these are 18 hour weekday posts (9am – 7pm – 2 days per week) which are essential to the Service and these will provide redeployment opportunities for two people. A further occupied part time post will also be transferred to Muswell Hill library,

The post holders will be offered the opportunity to apply for VR. There are potentially a very small number of people from a large group of staff affected and if there are insufficient VR applications, recruitment to stay will be implemented through assessment tests based on numeracy, literacy and customer handling. This will be discussed with the Trade Unions. Following testing, 2 members of staff will be displaced and will be issued with contractual notice (according to their length of continuous service with LBH) and be subject to the Council's redeployment procedures.

1.2.10 Impact on Service Delivery - The reduction in front line posts proposed in sections 1.2.7 -1.2.10 will impact on the library service's ability to open four libraries on a Sunday. This will be reduced to Wood Green library only. Individual staff rotas (within standard working patterns) and places of work will also be reviewed, to meet the operational needs of the service. This will be done in accordance with the Staff Transfers Policy and the terms and conditions of service.