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To: Chair & Members of the  
Employment and Personnel Committee

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Monday, 24<sup>th</sup> October 2022

Dear Councillor

**EMPLOYMENT AND PERSONNEL COMMITTEE**

You are hereby summoned to attend a meeting of the Employment and Personnel Committee of the Bolsover District Council to be held in Committee Room 1 on Wednesday, 2nd November, 2022 at 14:00 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 3.

Yours faithfully



Solicitor to the Council & Monitoring Officer

## **Equalities Statement**

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

### **Access for All statement**

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## **EMPLOYMENT AND PERSONNEL COMMITTEE AGENDA**

***Wednesday, 2nd November, 2022 at 14:00 hours taking place in Committee Room 1,  
The Arc, Clowne***

<b>Item No.</b>		<b>Page No.(s)</b>
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<b>Urgent Items of Business</b>	
	To note any urgent items of business which the Chair has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
<b>3.</b>	<b>Declarations of Interest</b>	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
<b>4.</b>	<b>Minutes</b>	4 - 8
	To consider the minutes of the last meeting held on 6 <sup>th</sup> July 2022.	
<b>5.</b>	<b>Proposals for Managing the Housing Strategy Duties</b>	9 - 14
<b>6.</b>	<b>Human Resources and Payroll Restructure</b>	15 - 19
<b>7.</b>	<b>Creswell Heritage and Wellbeing Centre Staffing Proposal</b>	20 - 23

## **BOLSOVER DISTRICT COUNCIL**

Minutes of a meeting of the Employment and Personnel Committee of the Bolsover District Council held in the Committee Room 1, The Arc, Clowne, on Wednesday 6<sup>th</sup> July 2022 at 1400 hours.

### **PRESENT:-**

Members:-

Councillor Duncan McGregor in the Chair

Councillors Mary Dooley, Sandra Peake and Deborah Watson.

Officers:- Karen Hanson (Executive Director of Resources), Jim Fieldsend (Assistant Director and Monitoring Officer), Sara Gordon (Human Resources and OD Manager), Theresa Fletcher (Treasurer), Sandy Williams (Procurement Manager) (to Minute Number EMP32-22/23), Sarah Kay (Planning Manager) (to Minute Number EMP35-22/23), and Alison Bluff (Senior Governance Officer (acting)).

### **EMP27-22/23. APOLOGIES**

An apology was received on behalf of Pam Brown (Assistant Director Leader's Executive, Partnerships, Governance and Communications).

### **EMP28-22/23. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **EMP29-22/23. DECLARATIONS OF INTEREST**

There were no urgent items of business to consider.

### **EMP30-22/23. MINUTES – 12<sup>th</sup> MAY 2022**

It was noted that Theresa Fletcher (Treasurer), had been omitted from those present at the meeting.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake

**RESOLVED** that subject to the inclusion of the Treasurer being in attendance at the meeting, the Minutes of an Employment and Personnel Committee held on 12<sup>th</sup> May 2022, be approved as a correct record.

### **EMP31-22/23. APPRENTICESHIP IN PROCUREMENT**

Committee considered a detailed report which sought approval to recommend to Council to add an apprentice position within the Procurement Team.

The Procurement Service was established in 2018 in partnership with North East Derbyshire District Council. The service had grown and provided procurement services

## **BOLSOVER DISTRICT COUNCIL**

to a number of local authorities including parish councils which generated an additional income stream that both councils had benefited from.

To maintain the high level of service, build resilience and consider future work force planning, it was proposed to add an apprenticeship position within the team. This would also enable further opportunities to be explored to sell procurement services further.

The cost of an apprentice was circa £10,663 per annum for 16 -18 years old or £15,114 per annum for 18 – 20 years old, and £21,685 per annum for 21 -24 years old. These costs included all on costs.

The recently generated additional income of £2k from selling services to Gedling Borough Council (over and above the original contracted value of £18K), and the new annual income of £20K that the Council received from Amber Valley District Council, plus any Parish Council income, was sufficient to cover the cost of the apprenticeship post.

Members noted that they fully supported apprenticeships.

The Procurement Manager noted that the apprenticeship training period would be for 2 years.

The Human Resources and OD Manager advised Members that the Council advertised apprenticeships as career posts, in schools, colleges and universities and on the 'Job Derbyshire' website.

Moved by Councillor Sandra Peake and seconded by Councillor Mary Dooley  
**RECOMMENDED** that Council approve the addition of a procurement apprentice in the Procurement Team.

(Governance/Head of Paid Service)

The Procurement Manager left the meeting.

### **EMP32-22/23. SENIOR URBAN DESIGN OFFICER**

Committee considered a detailed report which sought approval to recommend to Council an increase in the hours of the current Senior Urban Design Officer post from 0.4FTE to Full Time Equivalent (FTE).

The Senior Urban Design Officer post was a Full Time Equivalent (FTE) post currently shared with Chesterfield Borough Council (CBC). The post holder split his time between CBC - 0.6FTE (3 days) and 0.4FTE (2 days) at Bolsover District Council (BDC). However, CBC had indicated that they wished to dissolve the shared working arrangement and the post holder had also submitted his resignation to both councils. Options had therefore been considered regarding how much urban design resource the Council needed to meet current service requirements and whether there was already an excess in demand for how that resource was used. This had further been considered in the context of the Council's own growth ambitions (and whether the resource could feed into other departmental projects), and also the clear direction of national planning policy set out in the Planning White Paper September 2020 and the recent Levelling Up and Regeneration Bill 2022.

## **BOLSOVER DISTRICT COUNCIL**

There was a clear ambition for better design and a greater emphasis on a master plan or design code led policy framework to steer local development, and these remained at the core of the Government's White Paper reforms. Therefore, a dedicated local urban design resource appointed within the Council would place the Council at the forefront of reacting to these changes and delivering these ambitions.

The cost associated with a FTE post holder would be £57,030 per annum, which was an increase of £33,856 against the current established arrangement.

It was recognised that although this would be a growth bid to the establishment, graphs included in the report demonstrated that with the exception of the year impacted upon by coronavirus (2020/21), the Planning Service had consistently exceed the planning fee income budget of £400,000 per annum, and the additional cost required for the new post did not impact significantly on the usual surplus generated by the Service.

The Treasurer noted that if the full time Senior Urban Design Officer post was approved at Council, the cost would be funded from the Council's Planning Fee Reserve as far as possible each year, before being a call on the general fund.

Moved by Councillor Sandra Peake and seconded by Councillor Deborah Watson  
**RECOMMENDED** that the Council approve an increase in the hours of the current Senior Urban Design Officer post from 0.4FTE to Full Time Equivalent (FTE).

(Governance/Head of Paid Service)

### **EMP33-22/23. LEGAL SERVICES**

Committee considered a detailed report which sought approval to recommend to Council a mini restructure of Legal Services and also to change arrangements with North East Derbyshire District Council for the provision of legal services.

Since 2016 the Legal Services Section had been a shared service of the Strategic Alliance where all costs had been shared equally by Bolsover District Council (BDC) and North East Derbyshire District Council (NEDDC).

Previous to 2016, BDC had provided legal support to NEDDC under a service level agreement, and prior to that, each council had its own stand-alone legal section.

Under the current arrangement there were two teams in Legal Services each managed by a Team Manager. The Non-Contentious team dealt with all property related matters such as conveyancing, landlord and tenant, planning and contracts. The Contentious team dealt with more litigious matters such as criminal prosecutions, civil litigation, licensing, housing and antisocial behaviour.

A review of the service had taken place which had identified two options.

Option 1 was to retain the status quo and Option 2 was to revert to two separate teams. The cost of each option compared to the current budget for Legal Services was set out in detail in Table 1 to the report, and how Option 2 could work from a BDC perspective was set out in detail in the report.

## **BOLSOVER DISTRICT COUNCIL**

Option 2 was considered to be the preferred option and would provide BDC with a Legal Section whose main priority and focus once again would be solely on BDC work. It would, however, enable it to provide external income generating services to other organisations including NEDDC and Rykneld Homes. Staff would be wholly employed by BDC under the same terms and conditions. The Manager would report to one Assistant Director, attend one Service Managers Forum and be the Deputy Monitoring Officer for one authority.

This option also retained a relationship with NEDDC, however, it would be more arm's length with work done via SLAs as opposed to a shared service basis. There would be additional administration in recharging, however, this should be mitigated by the acquisition of case management system. It also ensured that BDC obtained value for money from its Legal Services as work would either be undertaken for BDC or charged out to other organisations on a case by case basis.

In response to a Member's query, the Treasurer confirmed that the difference in cost for Option 2 of £65k, would have to be met from the Business Rate Protection Reserve if there were a gap, to ensure the budget remained balanced for the general fund.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake **RECOMMENDED** that (1) Council approve the proposed changes to the structure of Legal Services as set out in paragraph 2.3 of the report,

(2) that Council continue to undertake legal work for North East Derbyshire District Council through service level agreements.

(Governance/Head of Paid Service)

### **EMP 34-22/23. EXCLUSION OF THE PUBLIC**

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake **RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

The Planning Manager left the meeting.

### **EMP35-22/23. REVIEW OF THE GOVERNANCE TEAM EXEMPT PARAGRAPHS 1, 2 & 3**

Committee considered a detailed report which provided a revised proposal following changes to the Council's Governance Team.

Members would recall the previous Joint Governance Manager bringing a Governance Team restructure proposal to Employment and Personnel Committee in September 2021, where a budget was approved.

## **BOLSOVER DISTRICT COUNCIL**

However, following recent senior staffing changes affecting the team, resulting in the appointment of a new Monitoring Officer and losing the Joint Governance Manager and the Solicitor to the Council posts; the Assistant Director Leader's Executive, Partnerships, Governance and Communications now had management responsibilities for the Governance Team. This has resulted in the need to revisit the previous restructuring proposal.

A revised proposed restructure was set out at Appendix A to the report with revised budget implications attached at Appendix B. It was noted that the use of the already agreed budget suggested savings of between £2k and £12k.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake

**RESOLVED** that (1) the revised restructure proposal for the operations of the Governance Team be approved,

(2) the use of the already agreed budget and recognised savings included in the budget at Appendix B be approved,

(3) the Assistant Director Leader's Executive, Partnerships, Governance and Communications commence recruitment immediately in line with the proposed changes and restructure model.

(Assistant Director Leader's Executive, Partnerships, Governance and Communications)

The meeting concluded at 3pm.

## Bolsover District Council

### Meeting of the Employment and Personnel Committee on Wednesday 2nd November 2022

#### Proposals for Managing the Housing Strategy Duties

#### Report of the Executive Director of Resources and Head of Paid Service

<b>Classification</b>	This report is Public
<b>Report By</b>	<p>Chris Fridlington Assistant Director of Development and Planning 01246 242354 / <a href="mailto:chris.fridlington@bolsover.gov.uk">chris.fridlington@bolsover.gov.uk</a></p> <p>Vicky Dawson Assistant Director of Enforcement and Housing Management 01246 242231 / <a href="mailto:victoria.dawson@bolsover.gov.uk">victoria.dawson@bolsover.gov.uk</a></p>
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#### **PURPOSE / SUMMARY OF REPORT**

- To seek approval for the separation of the former joint Housing Strategy Team structure with North East Derbyshire District Council and reallocate the duties and responsibilities for housing strategy across the Planning Policy Team and the Housing Management Team.

#### **REPORT DETAILS**

##### **1 Background**

- 1.1 Members will be aware that the Council has a joint Housing Strategy Team with North East Derbyshire District Council (NEDDC). The team are responsible for preparation of strategic housing policies, housing stock analysis and work on empty homes, as well as undertaking the duties relating to homelessness, rough sleeping, private sector lettings and tenancy strategy.
- 1.2 However, it has been agreed with NEDDC that, due to the strategic nature of the work required within the team, which is based on local housing needs, the roles and responsibilities of this team should be separated back within each District Council. This will provide greater focus on the housing requirements of each Council, better use of resources and the delivery of initiatives using local data specific to the needs of Bolsover residents.

- 1.3 Following discussions with NEDDC, it has been agreed that the team should be separated with the BDC budget allocation of £82,828 divided equally between the Planning Policy Team and the Housing Management Teams to enable the Council to respond to these new duties. The existing staff within the joint team will remain with NEDDC, enabling BDC to shape its own housing strategy resources.

### **Planning Policy Team Background**

- 1.4 Members will also be aware that from April 2014 through to November 2021 the Council had a Joint Planning Policy Team with North East Derbyshire District Council (NEDDC), reflecting the direction of travel towards joint services under the Strategic Alliance in 2013/14. This joint team pooled staff resources between the two Councils under the management of the former NEDDC Planning Policy Manager.
- 1.5 Financially, the cost of this joint team was shared equally between the two Councils, given that at the outset the number of planning policy officers deployed to each Council was equal, with BDC essentially sharing the time of its two planning information officers with NEDDC and taking a share of the time of the NEDDC manager.
- 1.6 However, in practice it had proved difficult to integrate the two groups of staff members operationally given the need to bring forward Local Plans for both BDC and NEDDC in roughly the same period of time. It also proved difficult for the joint manager to oversee both processes and share their time equally between the two authorities, so undermining the attempt to balance the costs and benefits to the two Councils equally and fairly.
- 1.7 As a consequence to this inequitable situation, the Council took the decision to appoint a consultant as an Interim Planning Policy Manager in August 2016 to provide additional manager capacity that would focus solely on the needs of Bolsover District. This arrangement ran to 31<sup>st</sup> March 2019 and whilst since this point the Joint Planning Policy Manager provided some managerial support for Bolsover District matters under the jointly funded team arrangement, the day-to-day responsibility has been provided by officers within the Bolsover deployed part of the team. However, it was decided to end this arrangement and the joint team structure ceased to be in place from 30<sup>th</sup> November 2021.
- 1.8 Since this point, the Bolsover Planning Policy team has comprised the following staff posts:
- PLA032 - Principal Planner (Policy) (Grade 8)
  - PLA350 - Principal Planning Officer (Grade 8)
  - PLA351 - Senior Planning Officer (Grade 7)
  - PLA353 - Senior Planning Information Officer (Grade 6)
  - PLA354 - Planning Information Officer (Grade 4)
  - PLT01 - Bolsover Community Woodlands Project Officer (since June 2022 and temporary to May 2024) (Grade 5)

- 1.9 The basic salary cost of the Planning Policy team as per this establishment for 2022/23 is £158,212 (excluding the temporary and principally externally funded Bolsover Community Woodlands Project Officer post).
- 1.10 To provide managerial oversight since 1<sup>st</sup> December 2021 one of the Principal Planner's has been appointed as Interim Planning Policy Manager and awarded an honorarium at Grade 10 on a temporary basis until a new team structure can be established.
- 1.11 To this end, the needs of the Planning Policy team going forward have been kept under review given the prospect of the Government's planning reforms coming to some resolution. However, given the national picture does not look much clearer and given it is nearly a year since the ending of the joint arrangements, it is now considered that this matter should not be delayed any further.
- 1.12 In addition, the decision to end the Joint Housing Strategy team arrangement imminently has prompted an additional impetus to bring the new structure of the Council's Planning Policy team to a resolution.

## **2. Details of Proposal or Information**

- 2.1 A Council's Planning Policy team is responsible for managing the Council's strategic planning function and how it places itself as a Local Planning Authority in its local context. It works with its neighbouring local planning authorities to help bring about the Council's development strategy across the North Derbyshire and Bassetlaw Housing Market Area, its Functional Economic Market Area and other political geographies such as Local Economic Partnerships, City Regions or Mayoral combined authorities.
- 2.2 It is also responsible for providing development strategies that respond to external expectations and internal aspirations. It is responsible for helping the Council's political ambitions for growth become viable and meaningful planning policy in the form of Development Plans that soundly shape other planning decisions, such as on planning applications. The Council has an up-to-date adopted Development Plan, namely the Local Plan for Bolsover District, and is now preparing supplementary Growth Plans for Shirebrook and Creswell. The Council's Local Development Scheme sets out the Planning Policy team's public work plan and this also includes the preparation of an updated Statement of Community Involvement and the preparation of four Supplementary Planning Documents to provide further detail to the policies in the Local Plan.
- 2.3 It is also responsible for meeting duties within planning law around supporting Parish and Town Councils with their Neighbourhood Plans, monitoring developments and developing evidence of the District's economic, social and environmental situation that can influence policy development. It is also able to deliver a range of projects and initiatives that ensure the Council's Local Plan and development strategies are implemented, with current examples being the Bolsover Community Woodlands, Shirebrook Market Place: *Reimagined* and the Local Nature Recovery Strategy projects.
- 2.4 All of these areas of work require an appropriately resourced team to be effective and this has been considered and factored through the review of the team.

- 2.5 Therefore, it is proposed that the following team posts in a dedicated Bolsover only Planning Policy team are required:
- 1x Planning Policy Manager (Grade 10)
  - 2x Principal Planning Policy Officer (Grade 8)
  - 1x Senior Planning Policy Officer (Grade 7)
  - 1x Senior Planning Information Officer (Grade 6)
  - 1x Planning Information Officer (Grade 4)
  - 1x Bolsover Community Woodlands Project Officer (temporary to May 2024) (Grade 5)
- 2.6 As can be seen, the substantive difference is the addition of a Planning Policy Manager at Grade 10 with all other posts remaining at their existing grades.
- 2.7 The basic salary cost of the Planning Policy team as per this proposal for an annual period would be £202,712 (excluding the temporary and principally externally funded Bolsover Community Woodlands Project Officer post). As a result, it is recognised that this represents a growth bid to the Council's establishment of approximately £44,500.
- 2.8 However, it is noted that the planned separation of the Joint Housing Strategy team is due to provide for some of their duties and staffing budget to be transferred to the Planning Policy and Housing Management teams.
- 2.9 From discussions with the relevant officers, the split of duties will see the Planning Policy team taking on the preparation of strategic housing policies, housing stock analysis and work on empty homes, with the Housing Management team taking on the duties relating to homelessness, rough sleeping, private sector lettings and tenancy strategy.
- 2.10 On this basis, it is proposed that the Council's committed funding to the established Joint Housing Strategy team of £82,828 is divided equally between the Planning Policy and Housing Enforcement teams to enable suitable recruitment to take place to respond to these new duties. Furthermore, the remaining £15,000 of the Government grant relating to Empty Property Officer role would be allocated to the Planning Policy team given this specific duty is being transferred to this team.
- 2.11 As such, there is sufficient budget available to enable the proposed changes to the Planning Policy and Housing Management Teams to be funded without the need for budget growth.
- 2.12 In terms of the staff in the existing posts in the Planning Policy team, it is expected that the individuals would largely be unaffected by this new team structure, although it is considered that the new Planning Policy Manager post would be ring fenced to staff within the Planning Policy team.

### **3 Reasons for Recommendation**

- 3.1 There is an outstanding need deliver the separation of the Joint Housing Strategy Team with NEDDC and also to resolve the temporary arrangements for the structure of the Planning Policy Team.

3.2 It also recommended that funding currently committed to the established Joint Housing Strategy team is reallocated to the basic salary budgets of the Planning Policy and Housing Management teams without the need for budget growth.

**4 Alternative Options and Reasons for Rejection**

4.1 A ‘do nothing’ option was rejected as there is a continuing need to deliver the Housing Strategy functions and responsibilities across the Council.

**RECOMMENDATIONS**

- 1. That the Joint Housing Strategy Team with NEDDC be separated and the allocated budget returned to BDC. All existing staff within the team will remain with NEDDC as agreed.
- 2. That the structure for the Planning Policy Team, outlined within this report be implemented, to include the responsibility preparation of strategic housing policies, housing stock analysis and work on empty homes.
- 3. That a post be created within the Housing Management Team to undertake the remaining duties relating to homelessness, rough sleeping, private sector lettings and tenancy strategy.

Approved by the Portfolio Holder for Corporate Governance, Councillor Duncan McGregor

**IMPLICATIONS**

**Finance and Risk:** Yes  No

**Details:**

There is no additional budget growth required as a result of these proposals. The existing budget allocation for the BDC element of the Joint Housing Strategy Team of £82,828 can be reallocated equally between the Planning Policy Team and the Housing Management Teams as outlined within this report.

Furthermore, the remaining £15,000 of the Government grant relating to Empty Property Officer role can be allocated to the Planning Policy team given this specific duty is being transferred to this team.

On Behalf of the Section 151 Officer

**Legal (including Data Protection):** Yes  No

**Details:**

There are no specific legal or data protection issues arising from this report.

On Behalf of the Solicitor to the Council

**Staffing:**  
**Details:**

Yes  No

The Council's policies and procedures relating to recruitment and restructures will be followed as outlined within the report.

On behalf of the Head of Paid Service

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## DECISION INFORMATION

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Details:

<b>Links to Council Ambition: Customers, Economy and Environment.</b>
Focussing on Our Customers Focussing on Our Economy Focussing on Our Environment

## DOCUMENT INFORMATION

Appendix No.	Title

<b>Background Papers</b> <i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>

**Bolsover District Council**

**Meeting of the Employment and Personnel Committee on  
Wednesday 2<sup>nd</sup> November 2022**

**Human Resources and Payroll**

**Report of the Deputy Leader**

<b>Classification</b>	This report is Public
<b>Report By</b>	Jim Fieldsend- Solicitor to the Council 01246 242472 / jim.fieldsend@bolsover.gov.uk
<b>Contact Officer</b>	Jim Fieldsend- Solicitor to the Council 01246 242472 / jim.fieldsend@bolsover.gov.uk

**PURPOSE/SUMMARY OF REPORT**

- To seek approval to a restructure of the Human Resources section and the Payroll section
- To seek approval to change the arrangements with North East Derbyshire District Council for the provision of HR services

**REPORT DETAILS**

**1. Background**

- 1.1 Since 2016 Human Resources (HR) has been a shared service of the Strategic Alliance where some staff and costs have been shared equally by Bolsover District Council (BDC) and North East Derbyshire District Council (NEDDC).
- 1.2 Due to the decision of both Councils to split its senior management teams this is now an opportune time to review how HR operates. This follows a similar exercise and decision for Legal Services.
- 1.3 In addition Payroll has operated as a separate joint service providing payroll services to BDC, NEDDC, Rykneld Homes and a number of parish councils. Payroll is staffed by both BDC and NEDDC employees.
- 1.4 Prior to the Strategic Alliance payroll formed part of the HR section. The proposal below seeks to bring the Payroll and HR teams back together.

**2. Details of Proposal or Information**

- 2.1 Under the current arrangements for HR BDC share an HR and Occupational Development Manager (NEDDC) and an HR Business Partner (NEDDC) in

addition there is a BDC HR Officer working full time on BDC work and a part time HR Assistant. There is also a further vacant HR post.

2.2 In Payroll BDC employ the Payroll Manager, a Payroll Officer and Payroll Apprentice. There also two Payroll Assistants employed by NEDDC.

2.3 The proposed BDC HR & Payroll Team would see the following revised structure:

HR & Payroll Manager (Grade 9/10) reporting to the Assistant Director. This post would manage the HR & Payroll Team consisting of:

HR Advisor- Grade 7  
HR Advisor- Grade 5  
Senior Payroll Officer - Grade 6  
Payroll Officer- Grade 4  
HR Assistant PT- Grade 3  
NEDDC Payroll Assistant x2

In addition it is proposed to appoint an HR Business Partner (Grade 10) who would also report directly to the Assistant Director.

2.4 The HR & Payroll Manager and HR Business Partner positions will need to be subject to job evaluation.

2.5 The current Payroll apprentice is at the end of his apprenticeship and it is proposed that he will be offered a Payroll Officer position. This post has already been job evaluated at Grade 4.

2.6 The proposal set out above is for a joint HR and Payroll Service. It is a department that would process payroll, drive change through HR and payroll systems and provide HR administration and assistance. Under the current way of working the Payroll and HR teams find there is duplication of work due to the operation of different systems. For instance during sickness reporting there are dual processes for recording and processing sickness claims. The processing of Notification of Change Forms is another example of something that is done by both teams. The creation of a joint team with HR and Payroll staff working together should eliminate the duplications.

2.7 In addition the HR Business partner would be responsible for policy, projects, pay agreements and ensuring the Council is operating in line with employment law. This will see a modern change in the provision of HR services. Under this proposal the HR & Payroll Manager would manage the day to day running of the joint team, implementing new and improved systems to increase efficiency and improve the effectiveness of the HR service. The HR Business Partner would provide high level strategic HR advice and support to the Senior Leadership Team, Members and service managers as well as acting in a consultative role for the HR team. The HR Business Partner would not have any administrative responsibilities within the service and would, to all intents and purposes, be the Council's HR consultant.

2.8 The proposal would see the service being a one stop shop for Council staff for payroll, pensions and HR and would remove any confusion as to where to go for advice.

- 2.9 The systems in place in each department do not always fit with the systems in the other department. Having the functions in one department will enable the systems to be rationalised and become far more efficient.
- 2.10 Unlike HR, the Payroll side of the department will continue to provide a payroll service to NEDDC, Rykneld Homes and some of the NEDDC parish councils. At some point NEDDC intend to deal with payroll internally, in which case the two NEDDC Payroll Assistants would transfer back to their employing council. Until then BDC will continue to provide the service.
- 2.11 Both Councils have undertaken a consultation process in accordance with the Policy & Procedure for Organisational Review. In accordance with the policy, staff who are able to, have elected which authority to move/stay with. The HR Business Partner (NEDDC) has elected to transfer to Bolsover District Council. It is proposed that he will slot in to the new HR Business Partner role.
- 2.12 In addition it is proposed to slot in the Payroll Manager to the HR & Payroll Manager role. This post will be on a split grade subject to the Payroll Manager obtaining relevant HR qualifications.

### **3. Reasons for Recommendation**

- 3.1 Consultation has already taken place between staff in the both the HR and the Payroll teams. NEDDC has already determined to separate from the joint HR service.
- 3.2 The proposal will result in an HR team where the staff will be able to focus on Bolsover matters alone. Under the current arrangement the HR Manager's attention is split between BDC and NEDDC. Under this proposal BDC will have an HR team that will be able to concentrate fully on BDC matters.
- 3.3 Whilst BDC and NEDDC had the same management team it was sensible to have a single HR team. Now that the two councils are no longer linked by senior management it is important that BDC has an HR team that reflects its vision and ambitions.
- 3.4 The creation of HR Business Partner to work alongside the Team Manager means that the Business Partner will be able to concentrate on providing the necessary advice to senior managers without the administrative burden of running a section. It is also hoped that the two posts will be able to complement each other.
- 3.5 By merging Payroll with HR it is hoped that both disciplines will be improved. HR and Payroll have a natural synergetic relationship and this should be strengthened by HR staff and Payroll staff being in the same team working together. It should also result in added resilience when vacancies arise. It is intended to move the Payroll staff to the Arc from the Riverside so the staff will be able to work close together as one team.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 To retain the status quo. For the reasons set out above this has been rejected.

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**RECOMMENDATION(S)**

To approve the changes to the Human Resources and Payroll Sections as set out in the report.

Approved by the Deputy Leader, Councillor Duncan McGregor

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**IMPLICATIONS:**

**Finance and Risk:**            Yes             No

**Details:**

The current cost of the Bolsover staff together with the HR recharge by NEDDC is £249,682. This includes a payment of £65,917 to NEDDC. The cost of the proposed structure (subject to Job Evaluation of the new posts) is £261,316. This is an additional cost of £11,634. This includes an additional cost of £6,495 for the upgrade of the Payroll Apprentice to a Payroll Assistant.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**            Yes             No

**Details:**

As contained in the report

On behalf of the Solicitor to the Council

**Staffing:**            Yes             No

**Details:**

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No

<b>District Wards Significantly Affected</b>	
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Details:

<b>Links to Council Ambition: Customers, Economy and Environment.</b>

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>
1	
2	

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>



**Bolsover District Council**

**Meeting of the Employment and Personnel Committee on 2nd November 2022**

**Creswell Heritage and Wellbeing Centre Staffing Proposal**

**Report of the Portfolio Holder for Leisure and Tourism**

<b>Classification</b>	This report is Public
<b>Report By</b>	Wayne Carter – Leisure Operations Manager 01246 242356 / <a href="mailto:wayne.carter@bolsover.gov.uk">wayne.carter@bolsover.gov.uk</a>
<b>Contact Officer</b>	Wayne Carter – Leisure Operations Manager 01246 242356 / <a href="mailto:wayne.carter@bolsover.gov.uk">wayne.carter@bolsover.gov.uk</a>

**PURPOSE/SUMMARY OF REPORT**

- To seek approval from Council to create nine new posts within Leisure Services to enable the Council to effectively manage the Creswell Heritage and Wellbeing Centre.

**REPORT DETAILS**

**1. Background**

- 1.1 Elmtun with Creswell Parish Council in conjunction with Creswell Heritage and Wellbeing Trust have been pursuing the construction of a new leisure facility in the village for a number of years.
- 1.2 District Council officers have been advising and assisting the Trust on the design, construction and operation of the new facility.
- 1.3 The facility consists of a 2 x badminton court sports hall, 27 station gym, group exercise studio, soft play area, indoor caving system and a café.
- 1.4 The construction phase is nearing completion and the Trust have approached the District Council to operate the site on their behalf until the customer base gets established and the site is reputable and fully operational.

## **2. Details of Proposal or Information**

2.1 In order to effectively manage the site, the District Council would need to establish nine positions within Leisure Services, these would be:

- 3 x Supervisors - Grade - 5
- 3 x Reception Staff - Grade - 3
- 3 x Café Staff - Grade - Living Wage

2.2 The above staff would be on a shift rota, covering opening hours between 7am – 9pm and weekend shifts accordingly.

2.3 Management support and cover will be available from the Go Active facility.

2.4 Creswell Heritage and Wellbeing Trust will be responsible for the financing and operation of the facility and will effectively be 'buying in' the services of the District Council to staff the site.

2.5 There will be no financial risk to the District Council as a detailed Service Level Agreement will be drafted between the Creswell Heritage and Wellbeing Trust and the District Council, this will also be endorsed by Elmton with Creswell Parish Council who will have ultimate responsibility for the site should the Trust ever get to a position where they are unable to continue to operate.

2.6 The knowledge and expertise within leisure services will assist with the establishment of the leisure facility along with economies of scale for purchasing of goods and already procured services.

## **3. Reasons for Recommendation**

3.1 To assist the Trust in managing and operating a leisure facility in a much needed, deprived area of the district, making access to physical activity more achievable for local residents of the area

## **4 Alternative Options and Reasons for Rejection**

4.1 The Trust could operate the site direct but this was rejected by the Trustees as they had no formal experience of operating such a site and therefore requested the input from an established team with back office support through HR, payroll, legal and finance.

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## **RECOMMENDATION(S)**

1. To approve the establishment of the posts as detailed in the report.

**IMPLICATIONS:**

**Finance and Risk:**            Yes             No

**Details:**

No financial risk to the District Council as a detailed Service Level Agreement will be drafted between Creswell Heritage and Wellbeing Trust and the District Council with ultimate financial responsibility resting with Elmton with Creswell Parish Council.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**            Yes             No

**Details:**

A detailed Service Level Agreement will need to be drafted to protect the District Council.

On behalf of the Solicitor to the Council

**Staffing:**            Yes             No

**Details:**

The Council's policies and procedures will be followed for recruitment to this post.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	Elmton with Creswell
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Details:

<b>Links to Council Ambition: Customers, Economy and Environment.</b>

**DOCUMENT INFORMATION**

<b>Appendix No</b>	<b>Title</b>