

Bolsover District Council

Meeting of the Council on Wednesday 10th August 2022

**Recommendations of the Employment and Personnel Committee held on
6th July 2022**

Report of the Portfolio Holder for Corporate Governance

Classification	This report is Public
Report By	Grant Galloway, Executive Director of Strategy and Development
Contact Officer	Grant Galloway, Executive Director of Strategy and Development

PURPOSE/SUMMARY OF REPORT

For Council to give consideration to the proposals made and agreed at Employment and Personnel Committee on 6th July 2022 for changes to structures within the establishment. Council's role is to agree the budget implications following full scrutiny of the proposals put to the Employment and Personnel Committee.

REPORT DETAILS

1. Background

- 1.1 At its meeting held on 6th July 2022, the Employment and Personnel Committee considered four proposals for changes to the Council's establishment.
- 1.2 The remit of the Committee is to consider and deal with issues relating to the Council's establishment structure and employees, and to recommend to Council in relation to any growth in the establishment resulting in budgetary increase.
- 1.3 Three of the four proposals considered at the meeting met the criteria as set out in section 1.2 above. These were deliberated in detail at that meeting and now need to be considered by Council. These were:
 - a) Addition of an apprentice position within the Procurement Team.
 - b) An increase in the hours of the current Senior Urban Design Officer post from 0.4FTE to Full Time Equivalent (FTE).
 - c) A mini restructure of Legal Services and also a change to the arrangements with North East Derbyshire District Council for the provision of legal services.

- 1.4 The reports and Minutes of the meeting are not appended to this report but are available to Members through the Mod.gov app or on request from the Governance Team.

2. Details of Proposal or Information

- 2.1 The Employment and Personnel Committee examined the proposals put to the meeting, considering the rationale and value for each proposal and associated costs. The resolutions made, show that each proposal was agreed.

- 2.2 The proposals in summary are;

- a) To maintain the high level of service, build resilience and consider future work force planning within the Procurement team, it is proposed to add an apprenticeship position within the team. This would also enable further opportunities to sell procurement services. The cost of an apprentice to BDC 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.
- b) 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. 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 which would be an increase to the General Fund.

- c) To increase the resilience of the Legal Department, whose main priority and focus would once again be focussed on BDC work. In addition, it would enable it to provide external income generating services to other organisations. Staff would be wholly employed by BDC under the same

terms and conditions. The cost of the reorganisation is in the region of £65k and would be a cost to the General Fund.

3. Reasons for Recommendation

- 3.1 Each proposal has been fully considered in depth by the Employment and Personnel Committee.
- 3.2 The reasons and rationale for each proposal are outlined within each individual report which are available on the Mod.gov app or on request from the Governance Team.

4 Alternative Options and Reasons for Rejection

- 4.1 Members are asked to consider the financial implications only. They may choose to approve all, some or none of the requests for growth to the establishment.

RECOMMENDATION(S)

That Council approve the growth in salary budgets as set out in the report as recommended by the Employment and Personnel Committee on 6th July 2022.

Approved by Councillor Duncan McGregor, Portfolio Holder for Corporate Governance

IMPLICATIONS:

Finance and Risk: Yes No

Details:

The total indicative annual increase to salary budgets would cost:

- a. £21,685 for a Procurement Apprentice.
- b. £33,856 to increase the Urban Planners hours to full time.
- c. £65,000 to restructure the Council's Legal Team

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

All legal implications are contained within the individual reports to the Employment and Personnel Committee on 6th July 2022. There are no additional legal implications arising from this report.

On behalf of the Solicitor to the Council

Staffing: Yes No

Details:

The staffing implications associated with recruitment and restructure are covered within the Council's HR policies and also detailed within the individual reports presented to the Employment and Personnel Committee on 6th July 2022.

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>Is the decision a Key Decision? 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:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

<p>District Wards Significantly Affected</p>	None
<p>Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Details: Employment and Personnel Committee, Team Consultations have taken place.</p>

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

DOCUMENT INFORMATION	
Appendix No	Title

<p>Background Papers <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></p>
<p>Paperwork submitted to Employment and Personnel Committee on 6th July 2022</p>