

Bolsover District Council

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

Human Resources and Payroll

Report of the Deputy Leader

Classification	This report is Public
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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.

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

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

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

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

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title
1	
2	

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>