

Bolsover District Council

Meeting of Council on 9th October 2024

Recommendations of the Employment and Personnel Committee

Chair of the Employment and Personnel Committee

Classification	This report is Public
Contact Officer	Governance and Civic Manager

PURPOSE/SUMMARY OF REPORT

For Council to consider a budget increase for proposals made and agreed at the Employment and Personnel Committee on 11th September 2024 regarding the establishment of an additional post in Customer Services and a review of the Governance team.

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 and details of the proposal

- 1.1 At its meeting held on 11th September 2024, the Employment and Personnel Committee considered a proposal 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.

Customer Services

- 1.3 The Customer Services team are looking to create a new permanent Customer Advisor/Complaints Administrator post to assist with the increased volume of work. This would be a full-time position with three days per week (22 hours) dedicated to the complaints handling, with two days operating as a Customer Advisor (15 hours). This would be a Grade 5 post. The proposal would allow for a reduction in the overtime budget of £8,000 and would require an increased budget of £26,072.09 to fund the post. However, some of the increased cost would be recharged to the HRA and Dragonfly based on support service calculations.

Governance

- 1.4 A review of the Governance team had been undertaken and a new structure was proposed. The revised structure would replace the current 0.6 FTE Governance & Civic Manager and 0.4 FTE Governance & Civic Manager / 0.6 FTE Governance & Civic Officer with 1 FTE Governance & Civic Manager, as a Grade 10 post, and 1 FTE Senior Governance & Civic Officer, as a Grade 7 post. An increased budget of £36,641 is required to fund the revised structure.
- 1.5 The reports and Minutes of the Employment and Personnel Committee meeting are not appended to this report but are available to Members on the Council's website, through the Mod.gov app or on request from the Governance Team.

2. Reasons for Recommendation

- 2.1 The proposals have been fully considered by the Employment and Personnel Committee who agreed with the reasons and rationale for changes to the services and therefore recommend to Council an increase in the Council's General Fund budget to fund the new structure.

3 Alternative Options and Reasons for Rejection

- 3.1 Council are to consider the financial implications only. Council 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 (General Fund) as set out in paragraphs 1.3 and 1.4 of the report as recommended by the Employment and Personnel Committee on 11th September 2024.

Approved by Employment and Personnel Committee on 11th September 2024

IMPLICATIONS:

Finance and Risk: Yes No

Details: For the establishment of an additional post in Customer Services an increased budget of £29,072.09 is required to fund the Grade 5 post. However, some of the extra cost (42%) will be recovered from the HRA through the support service recharge process.

For the restructure of the Governance team an increased budget of £36,641 is required.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: There are no legal or data protection implications arising from this report.

On behalf of the Solicitor to the Council

Environment: Yes No

Details: There will be no environmental impact arising from this post.

Staffing: Yes No

Details: The Council's policies and procedures will be followed for recruitment these posts.

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	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Employment and Personnel Committee

Links to Council Ambition: Customers, Economy, and Environment.

DOCUMENT INFORMATION	
Appendix No	Title

Background Papers

(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).