

Bolsover District Council

Meeting of Council on 4th December 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 budget increases for proposals made and agreed at the Employment and Personnel Committee on 6th November 2024 in relation to the establishment of a permanent Housing Options Triage Officer and second Corporate Property Officer in Dragonfly Facilities Management Service.

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 6 November 2024, the Employment and Personnel Committee considered 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.

Housing Options

- 1.3 It is proposed to recruit a permanent Housing Options Triage Officer which would be funded through the General Fund revenue budget associated with the establishment. Currently funding was available up to ending 2025/26; however, funding is sought to establish the post from 2026/27 and beyond. This post was job evaluated at grade 6 with an annual cost of £38,810 which included on-costs but subject to pay awards. The costs for the remainder of 2024/25 and 2025/26 financial years would be met from the unspent homeless prevention grant in the general fund reserve. From April 2026 the funding for this post would be met from the general fund.

Dragonfly – Facilities Management Service

- 1.4 The second proposal is to create a permanent, second Corporate Property Officer to enable the Facilities Management Service to address capacity issues, continue to make savings on ad hoc budgets, complete more planned-remedial and capital works etc. The cost of employing a second Corporate Property Officer would be £43,033 to £46,657 at grade 7 (including oncosts and subject to pay award). An increased budget of £43,033 to £46,657 (subject to pay award) is required to fund the additional post with the intention of achieving reductions in expenditure of £30,500 as a minimum.
- 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 increases in the Council's General Fund budget to fund the additional posts.

3 Alternative Options and Reasons for Rejection

- 3.1 Council is to consider the financial implications only. Council may choose to approve the recommendation but if rejected this would leave the services under resourced to meet increasing demand and remove the capacity for income generation / savings.

RECOMMENDATION(S)

That Council approves the growth in salary budgets as set out in paragraphs 1.3 and 1.4 of the report as recommended by the Employment and Personnel Committee on 6th November 2024.

Approved by Employment and Personnel Committee on 6 November 2024

IMPLICATIONS:

Finance and Risk: Yes No

Details:

Housing Options Triage Officer

The Council is at risk if it cannot meet out homeless statutory duties. The proposal would mean an annual increase to the general fund budget of £38,810 (subject to

pay award) from April 2026. Salary costs can be met from a Homeless general fund reserve until this time.

Corporate Property Officer

The Corporate Property Officer post will be a grade 7 on the Council's pay scales. This has a salary cost range of £43,033 - £46,657 subject to pay award and including all oncosts. The post will be a Dragonfly Management one and will be fully funded by the Council's general fund.

The report specifies that at least £30,500 of recurring expenditure will be saved on the general fund, due directly to the creation of this post. More savings are expected to be made following the creation of this post, which will further balance out the cost of this post to the general fund.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

The council has homelessness statutory duties and the legal requirements are set out in the report.

It is a legal requirement to provide compliant buildings. The Corporate Property Officer would strengthen the talent, skills, and resilience of Facilities Management.

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details: n/a

Staffing: Yes No

Details: HR policies will be followed throughout the recruitment process.

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 checked="" type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies</p>	Yes
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	Yes

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

<p>Links to Council Ambition: Customers, Economy, Environment and Housing.</p>
<p>The new post links to the four pillars of the Future – the Council’s Corporate Plan.</p>

DOCUMENT INFORMATION	
Appendix No	Title
1	
2	
3	