

**DERBYSHIRE COUNTY COUNCIL**

**CABINET MEMBER FOR COUNCIL SERVICES**

**1 December 2014**

**Report of the Director of HR**

**DERBYSHIRE BUSINESS CENTRE – MINOR VARIATION TO ESTABLISHMENT**

**1. Purpose of the Report**

To seek approval for a minor variation to the management structure within the Derbyshire Business Centre (DBC).

**2. Information and Analysis**

The Derbyshire Business Centre (DBC) has responsibility for the distribution of post within the Council and externally as well as providing a corporate scanning and printing service. This is complemented by local arrangements in all service departments.

The management structure of the DBC had previously featured two Business Service Officers (Grade 9) reporting directly to the Head of the Chief Executive's Office (Grade 17). Following the review of Corporate Management structures agreed by Cabinet in December 2012, the responsibility for the DBC transferred to the HR Division.

The DBC has an increasing focus on developing a strategic approach to its functions and this includes the introduction of hybrid mail, the review of all contractual arrangements with suppliers as well as developing new ways of working to support the Council's priorities, eg scanning of responses from public consultation, EDRM etc. The report to Cabinet dated 9 September 2014 which approved the introduction of hybrid mail identified initial savings for the Council of £110K in postage, stationery and staffing. It is intended that further savings will result from the further roll out of hybrid mail and the other initiatives identified.

As a consequence of the above, it is proposed that a post of Manager of DBC be established to manage the corporate and strategic elements of the service and a post of Business Services Officer be established to manage the day to day operation. This is intended to provide better support for the specific teams, better communication with internal and external stakeholders and to ensure the continuous development of the functions that are provided.

The new posts have been evaluated at Grade 11 (Manager, DBC) and Grade 8 (Business Services Officer). The remainder of the posts on the structure are graded on Grade 3 and 4 (21 posts) with a small administrative resource (1.2 fte) on Grade 5. The two existing posts of Business Services Officer (Grade 9), one of which is vacant, will be deleted. A structure chart identifying the proposed position is attached at **Appendix 1**.

As mentioned previously, the Head of the Chief Executive's Office managed the DBC in addition to a number of other responsibilities and this has been picked up by the HR Service Partner (SSC) (Grade 15) at no additional cost. The post of Head of the Chief Executive's Office (Grade 17) was deleted with 100% saving as identified in the report to Cabinet dated November 2013 which approved revisions to the senior management structure.

The two new posts will be recruited to in accordance with the Council's Recruitment and Selection and Redeployment policies.

### **3. Financial Considerations**

The total cost of the two positions that are proposed is £51,924 whereas the cost of the two Grade 9 positions was £47,338. The increase in costs of £4,586 can be accommodated within the DBC staffing budget.

### **Human Resources Considerations**

The proposed posts of Manager of the DBC and Business Services Officer have been evaluated under the HAY Scheme. Appointment to the posts will be made in accordance with the Council's Recruitment and Selection procedure. The provisions of the agreed Redundancy, Redeployment and Protection of Earnings Policy will be observed. Consultation with the affected employee and trade union has been undertaken.

### **4. Other Considerations**

In preparing this report the relevance of the following factors has been considered; legal, prevention of crime and disorder, health, property and transport considerations.

### **5. Key Decision**

No



**6. Call-in**

Is it required to call-in to be waived for any decision in the report?

No.

**7. OFFICER'S RECOMMENDATION**

That the Cabinet Member approves the revised structure of the Derbyshire Business Centre on the grades identified.

**TONI COMPAI  
DIRECTOR OF HR**

# Derbyshire Business Centre

