

DERBYSHIRE COUNTY COUNCIL

CABINET MEMBER MEETING FOR COUNCIL SERVICES

15 March 2018

**Report of the Strategic Director Commissioning, Communities and
Policy**

DERBYSHIRE BUSINESS CENTRE – MANAGEMENT ARRANGEMENTS

Purpose of the Report

To seek approval for an amendment to the management arrangements within the Derbyshire Business Centre.

Information and Analysis

The Business Centre is responsible for a variety of corporate functions, in particular post collection and distribution, printing and scanning and managing contracts with external providers such as Opus Trust (Hybrid Mail), Ricoh and other print suppliers. There are currently 24 staff members in the Business Centre, the current management arrangements have a Manager (Grade 11) and a Deputy (Grade 8), the latter post being vacant.

The current vacancy of the Deputy post and a grade 4 Business Services Assistant post has presented an opportunity for an amendment to the management arrangements to allow for the time of the Manager to have a strategic focus on managing the Centre. To provide a more robust and resilient structure for the 24 staff members, it is proposed that the post of Deputy Manager be deleted along with a Businesses Services Assistant, Grade 4, to be replaced by two Business Services Assistants (Grade 7), to manage the Centre on a day to day basis.

Financial Considerations

The costs of deleting the current Deputy Manager post (Grade 8) and the Business Services Assistant post (Grade 4) and replacing with two supervisor posts (Grade 7) will increase the cost to the Business Centre by £3,260 per annum.

This increase can be offset by additional turnover within the Business Centre, estimated at £15,000, by consolidating the print, distribution and management

of pre-paid envelopes. It is estimated that this would be achieved within twelve months.

HR Considerations

The proposed structure will be consistent with the Council's Organisational Design Principles and will enable and support service delivery.

All new and changed jobs in the proposed new structure have been subject to job evaluation and grading levels have been confirmed in line with the HAY job evaluation scheme.

The existing and proposed organisation structures are attached at **Appendix 1**.

Other Considerations

In preparing this report the relevance of the following factors has been considered; equality of opportunity, environmental, health, legal, property, social value and transport considerations.

Key Decision

No.

Call-in

Is it necessary that the call-in be waived in respect of the decisions proposed in the report? No.

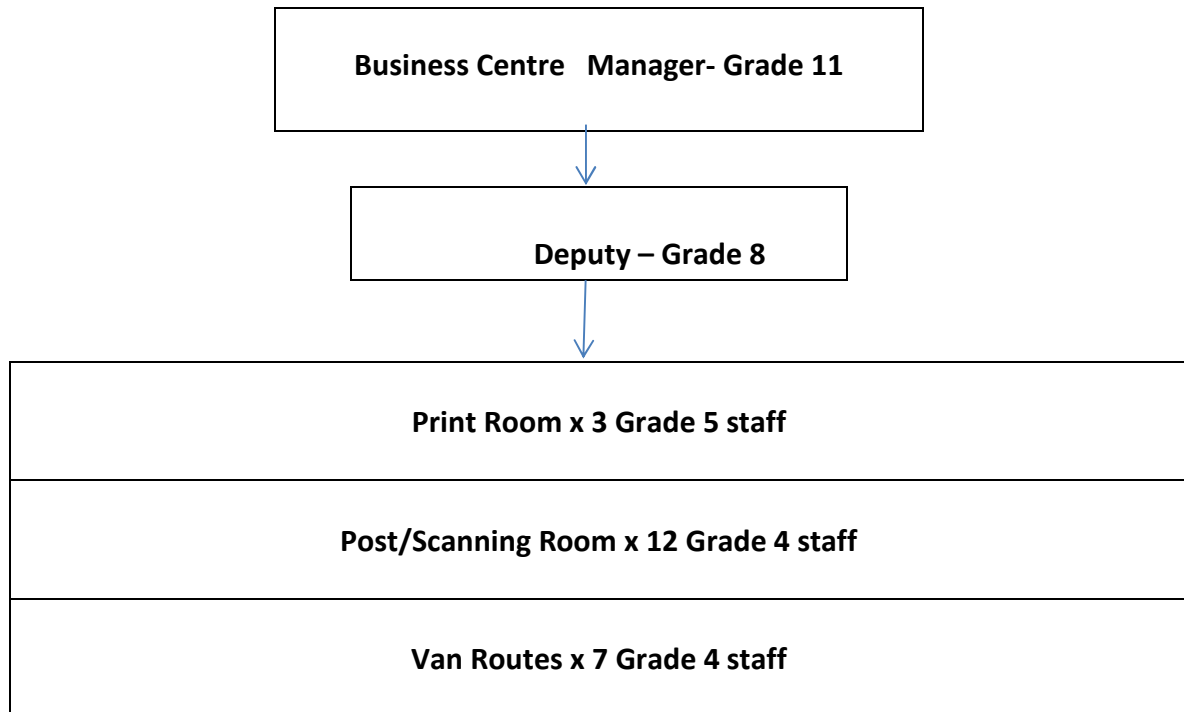
Officer Recommendations

That the Cabinet Member approves:

- a) The deletion of the current Deputy Manager (Grade 8) and Business Services Assistant (Grade 4) posts
- b) The establishment of two new Supervisor posts (Grade 7)

Emma Alexander
Strategic Director of Commissioning, Communities and Policy

Existing Derbyshire Business Centre structure



Derbyshire Business Centre structure

Supervisors

