

**29<sup>th</sup> March 2017**

**Agenda Item: 7**

## **REPORT OF THE SERVICE DIRECTOR – CUSTOMERS AND HUMAN RESOURCES**

### **CORPORATE LEADERSHIP TEAM BUSINESS SUPPORT ARRANGEMENTS**

#### **Purpose of the Report**

1. To seek approval from Members for a change to the business support arrangements in place for the Corporate Leadership Team (CLT).

#### **Background**

2. Members will recall that the Business Support Review is an established project with a cashable efficiency target of £3.2 million to be delivered by 1 April 2018.
3. To date we have amalgamated and reduced business support resources from the Adults and Children's departments which has, so far, resulted in delivery of £2.3m in cashable savings.
4. In order to deliver the remaining savings required of £900k, we have embarked upon a phase of activity to explore our opportunity to create a truly Corporate Business Support Service, which identifies and combines business support resources from all departments in order to generate additional efficiencies. We will be reviewing existing support processes and developing new operating models for service support as part of this.
5. Our proposal to revise support arrangements for the Chief Executive and CLT forms a part of this review.
6. Currently the Chief Executive and Corporate Directors are supported by a team of five Personal Assistants (PAs) as well as one Grade 4 and one Grade 3 Business Support Assistants (BSA).
7. The Chief Executive is also supported by a Senior Executive Officer (SEO).
8. The Corporate Director's for Adults Social Care and Health, and Children, Families and Cultural Services have access to Executive Officer resources based within their own departments, whereas the Corporate Directors for Place and Resources have no access to Executive Officer type support.
9. We have worked with the Chief Executive and members of CLT to review their current and future support requirements. The proposed changes are intended to;

- Implement a structure which is flexible enough to meet CLT's emerging/future collective needs.
- Embrace the move towards new ways of working and greater self-sufficiency utilising new and emerging technologies.
- Realise budgetary savings and improve overall operational efficiency.

## **Proposal**

- To reduce the number of PA posts supporting the Corporate Leadership Team (CLT) from 5 to 3 and to re-designate these roles as Executive Assistants.
- To delete the Grade 4 Business Support Assistant.
- To re-designate the Grade 3 Business Support Assistant as an Apprentice role.
- To create an Executive Officer (EO) at Band D on a fixed term contract basis, initially for 1 year.

10. The intention is that all of the above posts will be co-located and work as a team to provide a range of support for the Chief Executive and CLT as a whole, line managed by the existing Senior Executive Officer.

11. The Senior Executive Officer and Executive Officer in particular, will be required to work in close liaison with the Executive Officer's already established and based within the Adults' and Children's departments.

12. **Appendix A** shows the proposed CLT support structure.

13. We have consulted with the staff affected (both collectively and individually) as well as Trades Union colleagues, in arriving at the revised proposed structure.

14. Responses to the consultation are reflected in the proposed structure and individual job descriptions as appropriate. Reductions in individual posts will be achieved through deletion of vacant posts or by voluntary redundancy. There are no compulsory redundancies.

## **Statutory and Policy Implications**

15. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

16. The revised CLT Support Structure delivers a cashable efficiency saving of £34,248.

## **RECOMMENDATION**

That Members approve the revised structure as set out in Appendix A attached with effect from 1 April 2017.

**Marjorie Toward**  
**Service Director – Customers and Human Resources**

**For any enquiries about this report please contact:**

Julie Forster, Group Manager, Business Support, on 0115 9772302 or  
[julie.forster@nottscc.gov.uk](mailto:julie.forster@nottscc.gov.uk)

### **Constitutional Comments (KK 07/03/17)**

17. The proposals in this report are within the remit of the Personnel Committee.

### **Financial Comments (RWK 01/03/2017)**

18. The financial implications are set out in paragraph 16 of the report.

### **Human Resources Comments (GE 23/02/17)**

19. These are implicit in the body of the report. The changes to the current staffing structure have been subject to collective and individual consultation and will be achieved by following the agreed employment policies and procedures of the Council.

### **Background Papers and Published Documents**

None

### **Electoral Division(s) and Member(s) Affected**

All

Appendix A

## CLT Support Hub

