

REPORT OF THE DEPUTY LEADER**REVISED STAFFING STRUCTURE FOR THE BUSINESS SUPPORT CENTRE
(BSC)****Purpose of the Report**

1. The purpose of this report is to seek approval for a revised structure to operate from 1 April 2015 for the Business Support Centre (BSC) which is part of the HR and Customer Service function within the Environment and Resources Department.

Information and Advice**Background**

2. The BSC was established following the implementation of the new Business Management System Programme (BMS) in November 2011.
3. The BSC undertakes transactional HR activity (payroll, contracts of employment, maintenance of HR records, maintenance of organisational structures, recruitment and pre-employment checking); pensions administration activity for the Local Government Pension Scheme (LGPS) for Nottinghamshire; accounts payable and accounts receivable (invoice processing, debt recovery and enforcement, income reconciliation); basic treasury management and accounting and clearing house activity. The BSC is also responsible for supporting the day to day operation, maintenance and future development of the Council's integrated Business Management System via the Competency Centre. The BSC provides services to all departments of Nottinghamshire County Council, as well as a range of sold services (payroll, recruitment, advertising, disclosure and barring checks) to other organisations including schools, academies, voluntary sector and other organisations generating income for the County Council.

Business Support Centre Proposals

4. The high level savings proposals for the BSC are set out in the outline business case as approved by Policy Committee on 13 November 2013 and the subsequent Redefining Your Council – Transformation and Spending Proposals 2015-2016 – 2017-2018 as approved by Policy Committee on 12 November 2014.
5. The proposals for the BSC are to deliver savings over four financial years, as follows

Business Support Centre Savings	
Financial Year	Savings
2014-2015	£1m – delivered
2015-2016	£500k – delivered in this report
2016-2017	£200k – to be planned
2017-2018	£300k - projected

6. The 2015-2016 reductions will be delivered by implementing a revised staffing structure as well as reviewing and re-engineering business processes across the BSC to reduce cost and improve efficiency. The revised structures will deliver a reduction of 19.5 FTEs, as shown in the table below and set out in Appendix A. It is intended that the revised structures would be effective from April 2015. The reductions are met through vacancies and approval of voluntary redundancy requests and no compulsory redundancies at this stage.

Business Support Centre Phase 2 Staffing – Post Reductions				
Team	Current number of posts in structure (FTE) as at 1 April 2014	Proposed number of posts in structure (FTE) as at 1 April 2015	Number of post reductions (FTE)	Number of current vacancies (FTE)
Payroll Services including organisation and position management	42	30	12	5
Pensions	20	18	2	3.34
Accounting and Income Team	1	0	1	1 (post holder on secondment)
Competency Centre	2	1	1	2
Recruitment and Advertising	7.5	4 (effective 1 October 2015)	3.5	0
Total	72.5	53	19.5	11.34

Consultation

7. The BSC revised structure proposals have been subject to extensive consultation with BSC employees and the Trade Unions. A series of employee briefings were held in early November ahead of the start of a statutory consultation period which ran from 5 November and closed on Friday 19 December 2014. During this period further meetings were held with teams and individuals. Regular meetings have taken place with Trade Union colleagues and a presentation was delivered to Environment and Resources Joint Consultative and

Negotiating Panel on 22 October 2014 and further presentation is scheduled for 6 February 2015 detailing the outcome of the consultation period. Feedback received during the consultation period has been incorporated into the revised structure.

Other Options Considered

8. A range of options have been considered in developing the revised BSC structure taking into account the development and maturity of the BMS system as well as the maturity of our shared services model.

Reason/s for Recommendation/s

9. The proposed structures reflect the next phase of the development of our BSC and the developing maturity of the BMS system. The proposals also reflect the findings and outcomes of the Lean+ and process re-engineering projects run across the BSC over the last three years. The proposals enable the delivery of the phase 2 savings target set for the BSC for the financial year 2015-2016 and support the maximum use of BMS system across the Council.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Ways of Working Implications

11. The BSC has been based at Trent Bridge House since November 2013.

Financial Implications

12. The financial implications are covered in paragraphs 4 and 5 of this report

RECOMMENDATION/S

1. It is recommended that Members approve the revised structure as set out in Appendix A effective from 1 April 2015.

Councillor Alan Rhodes
Leader

For any enquiries about this report please contact:

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Constitutional Comments (SLB 27.01.15)

13. Policy Committee is the appropriate body to consider the content of this report, it has responsibility for matters dealt with by the Business Support Centre. The requirements of the Employment Procedure Rules regarding changes to staffing structures have been included in the report.

Financial Comments (SEM 26.01.15)

14. The financial implications are set out in the report.

Human Resources Comments (BC 26.01.15)

15. The revised staffing structure has been subject to extensive consultation with affected employees and the recognised trade unions.

16. The proposed reductions will be realised through the use of vacancies and consideration of requests for voluntary redundancy. No compulsory redundancies are anticipated at this stage.

Background Papers and Published Documents

Policy Committee 13 November 2013 - Savings Proposals 2014-2015 – 2016-2017 Savings Proposals 2014-2015 – 2016-2017 Appendix A - Outline Business Case, A21 business Support Centre

Redefining Your Council – Transformation and Spending Proposals 2015-2016 – 2017-2018
Redefining your Council – Combined Appendix A - Options for Change A26 Business Support Centre

Electoral Division(s) and Member(s) Affected

All