



Doncaster Council

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. (See Annex 2 on Intranet.)

Decision Ref. No: 1819022

Box 1

DIRECTORATE: LOCYP

DATE: 19/07/2018

Contact Name: Dawn Wilson

Tel. No.: 01302 737319

Subject Matter: Increase capacity in the Business Support Service

Box 2

DECISION TAKEN:

To increase capacity within the Business Support Transactional Team for 2 Full time Business Support Officer Grade 5 fixed for 2 years initially and to be reviewed at that stage.

Box 3

REASON FOR THE DECISION:

Give relevant background information

The working arrangements of staff within the transactional team of the service currently equates to only 6FTE that work full time 37 hours a week and 1FTE who is on long term absence with no indication of return. The rest are either part time, term time etc.

Along with this there is also the added pressure of those in the transactional need upskilling to ensure all can cover tasks required of the service such as PRP purchasing.

The additional members of staff will ensure that there is capacity to cover the requirements of the service until the service is fully established as well as meet the additional requirements some teams have to clear backlogs of work due to absence.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

If other options were considered, please specify and give reasons for recommended option

Option 1 to continue with the current staff FTE would mean that the service cannot meet the requirements/requests from the directorate or help support clear backlogs of work, for example invoices and fixed term penalty notices.

Option 2 the preferred option – to recruit to 2 full time posts fixed for 2 years and review at this stage once the service is embedded.

Box 5

LEGAL IMPLICATIONS:

S112 of the Local Government Act 1972 allows a local Authority to appoint such officers as are necessary for the proper discharge of its functions, on such reasonable terms and conditions as it thinks fit. Therefore the only considerations must be whether or not the appointment is necessary and whether the terms and conditions are reasonable in the particular circumstances. The grading of any position is subject to the outcome of a job evaluation/grading exercise being undertaken.

It is advisable to set up a temporary contract for a fixed term. Any employee regardless as to whether or not they are employed for a fixed term, part time or otherwise obtain certain employment protection, which includes protection from unfair dismissal after 2 year's employment service (unless they have been employed prior to April 2012 when the Employee only needs 1 years' service). In order for liability in relation to, inter alia, unfair dismissal, to be limited there must be a legitimate reason for a fixed term contract and the employee must be made aware of this reason and of the anticipated length of the contract at the commencement of the contract. After the 4th year of renewal the Employee may be entitled to the position on a permanent basis.

As the length of the contract is likely to exceed 1 year upon termination the Employee may be entitled to be placed on the redeployment register and after 2 years may be entitled to a redundancy payment.

The Council has a policy covering recruitment which should be followed.

Name: Helen Wilson Signature: [REDACTED] Date: 23 July 2018
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

The purpose of this report is to recruit 2 x Business Support Officer posts for 2 years within the Local Authority at Grade 5.

The projected costs including on costs and inflation where applicable, based on a start date of the 1st September 2018 is as follows.

Post Title	Grade & SCP	Cost in 2018-19 (£) 7 Months	Cost in 2019-20 (£) 12 Months	Cost in 2020-21 (£) 5 Months	TOTAL (£)
Business Support Officer	Grade 5 (SCP 16)	12,835	22,443	9,538	44,816
Business Support Officer	Grade 5 (SCP 16)	12,835	22,443	9,538	44,816
TOTAL		25,670	44,886	19,076	89,632

An allocation of £44,140 per annum has been identified from modern apprentices budget not now required following the LOCYP functional analysis. As such this budget can be utilised to fund the 2 temporary posts above. A small pressure of £746 would exist within 2019-20 however this will be managed as part of the overall Business Support Service in that year.

Name: Stephen Boldry

Signature: 

Date: 23rd July 2018

**Signature of Assistant Director of Finance & Performance
(or representative)**

Box 7**HUMAN RESOURCE IMPLICATIONS:**

The directorate of Learning and Opportunities : CYP completed a functional review process which resulted in the implementation of a new structure with effect from 1st July 2018. One of the principles of the functional review was to centralise business support functions and this resulted in the creation of the Business Support and Development service. Work was also undertaken to determine the number of business support posts needed within each of the three defined areas of the service (Transactional, Technical and Locality Based). In designing the new structure there was a recognition that transitional arrangements would be needed to enable effective movement from the old structure and ways of working into the new, including business process re-engineering, particularly in respect of business support functions and processes.

Within the Transactional Business Support team 9 permanent FTE and 3 fixed term (2 year) posts were created on the structure. All fixed term roles were created as part of the transitional arrangements. Following the functional review population process

11.52 posts within the Transactional team were filled by 17 individuals working a variety of different patterns ranging from full time to part time term time only.

It should be noted that a number of employees in business support roles were released on VR or VER during the functional review.

The creation of 2 further fixed term posts will increase the establishment to 9 FTE and 5 two year fixed term posts. Creation of fixed term posts requires consideration of the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 which includes terms whereby employees who accrue two or more years' service may be entitled to a redundancy payment (dependent upon the reason for the fixed term contract) and employees with fixed contracts for four or more years may automatically be entitled to be considered as a permanent employee. Additionally employees who accrue 12 months or more service are entitled to access the council's Redeployment Procedure for the requisite period of time prior to the end of their fixed term contract.

Transactional Business Support Officer posts have been evaluated at grade 5 (JE ID 7423).

HR can confirm that one FTE employee is currently absent from work and this should be managed in line with the council's Managing Attendance Policy and Procedure.

Once this ODR is signed off the additional posts will need to be created on the HR portal as this were not included in the RA1 form.

Recruitment to posts should be in line with the Council's Safer Recruitment Policy which includes making vacant posts available to redeployees in the first instance.

Name: Maxine Le-Voguer Signature: [REDACTED] Date: 03/08/18
Signature of Assistant Director of Human Resources, Communications and Executive Office (or representative)

Box 8

PROCUREMENT IMPLICATIONS:

No Procurement Implications associated with this ODR

Name: Zara Jones Signature: [REDACTED] Date: 31/07/18
Signature of Assistant Director of Finance & Performance
(or representative)

Box 9

ICT IMPLICATIONS:

In implementing the recommended option within this ODR, the Recruiting Manager should consider the ICT and Technology needs of the recruited resources and ensure

timely notification is made to ICT via i-Serve, for the creation of accounts, access to technology and systems.

The Recruiting Manager must also ensure that all mandatory training in respect to data quality and protection is undertaken by any new recruits as well as familiarisation with acceptable use policies as set by the Council and its SIRO.

Any additional technology requirements to those listed above, must be submitted via the prescribed Business Case pro-forma for consideration by the ICT Governance Board.

Name: Peter Ward (Technology Governance & Support Manager)

Signature: [REDACTED] **Date:** 20/07/18

Signature of Assistant Director of Customers, Digital & ICT (or representative)

Box 10

ASSET IMPLICATIONS:

There are no implications arising from the recommendations of this Officer Decision Record that impact on the use of DMBC assets beyond the need for physical desk space within the Civic Office to accommodate the post holders as identified. Liaison will be required with the Councils Worksmart officer to ensure appropriate space is available and that the post holders are suitably assessed for agile working practices.

Name: Gillian Fairbrother (Principal Property Surveyor)

Signature: [REDACTED] **Date:** 26th July, 2018

Box 11

RISK IMPLICATIONS:

To be completed by the report author

If this decision is not taken for a 2 year transition period aligning services then the impact on quality of work to meet the current demand until services are aligned will have a significant impact on delivery.

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

Box 12

EQUALITY IMPLICATIONS:

To be completed by the report author

The service delivery process will take place in line with Doncaster Council's inclusion policies and procedures and within the context of the Equalities Act 2010. Guidance will continue to be sought from Human Resources whenever necessary.

Name: Dawn Wilson Signature: [REDACTED] Date: 20/07/2018
(Report author)

Box 13
CONSULTATION

Officers

(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)

Members

Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.

Please list any comments from Members below:

Box 14
INFORMATION NOT FOR PUBLICATION:

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full redacting signatures only.

Name: Dawn Wilson Signature: [REDACTED] Date: 20.07.18
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: Damian Allen Signature: [REDACTED] Date: 08/08/2018
Director of People

Signed: _____ Date: _____
Additional Signature of Chief Financial Officer or nominated
representative for Capital decisions.

Signed: _____ Date: _____
Signature of Mayor or relevant Cabinet Member consulted on the above
decision (if required).

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**