

BARNSELY METROPOLITAN BOROUGH COUNCIL

Report of Director of Human Resources Performance & Communications

Report Title: Establishing 0.5 FTE Business Support Officer (Gr 5) to support The Community Safety Partnership and Stronger Communities Partnership Boards within Communities Directorate , and amendment of the Gr 5 Business Support Officer Job Profile.

Implementation Date: 01.01.2017

1. Introduction/Background

- 1.1 A first phase review of the Council's Business Support function in 2014 determined that business support be established within Business Unit 14 as a core service, and be provided directly to front line services on a flexible basis.
- 1.2 The business support organisational structure, established through a Delegated Spokesperson's Report dated 27.01.2015 established 3 Business Support officer roles at Grade 5 to support, in the main, safeguarding boards for children and adults, domestic homicide reviews and serious adult reviews etc , all of which are statutory and strategic in nature . The current job profile is specific to the Safeguarding etc arrangements.
- 1.3 The Head of Locality Commissioning and Healthier Communities recently expressed a service need for a comparable level of support to the governance arrangements relating to the Community Safety Partnership and Stronger Communities Partnership. However, the level of support required can only partially be contained within existing resource.

2. Proposal and Justification

- 2.1 In order to appropriately support the governance arrangements, it is proposed to establish a 0.5 FTE Grade 5 post , to be funded by a budget transfer from the healthier communities base budget to business support .
- 2.2 It is further proposed to amend the job profile of the current grade 5 business support officer role to reflect the broad agenda's supported by these roles rather than safeguarding specifically.

3. Employee Implications

- 3.1 It is proposed that the new post will be advertised and recruited to in accordance with the Councils Recruitment and Selection Policy.
- 3.2 The existing employees have been consulted on the changes to their current profile

4. Financial Implications (previously Appendix A)

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>Later</u> <u>Years</u>
		(£)	(£)	(£)
Revenue Effects	3,309	13,238	13,238	
	3,309	13,828	13,828	0
To be financed from:	Healthier Communities base budget			

Externally funded posts

Which posts are externally funded?	Who provides the funding	When does the funding cease?
N/A		

5. Consultation

- Communities Directorate (December 2016)
- Trade Unions (October 2015)
- Finance (December 2016)

6. Recommendations:

Post Number (if new position write 'new position')	Current Directorate and Service Area	Proposed Directorate and Service Area (if applicable)	Current Post Title	Current Grade	Current Hours	Current Reporting Line Manager	Deletion y/n	Proposed Post Title	Proposed Grade	Proposed Hours	Job Profile Number	Proposed Reporting Line Manager
New position		Core Services					n	Business Support Officer	Grade 5	1 x 18.5 hours	85609	Business Support Team Leader
50093515	HR Performance and Communications	Core Services	Business Support Officer – Safeguarding	5	37	Business Support Team Leader	Y (re-designation)					
50093514	HR Performance and Communications	Core Services	Business Support Officer – Safeguarding	5	37	Business Support Team Leader	Y (re-designation)					
50093513	HR Performance and Communications	Core Services	Business Support Officer – Safeguarding	5	37	Business Support Team Leader	Y (re-designation)					
50093515								Business Support Officer	Grade 5	37	85609	Business Support Team Leader
50093514								Business Support Officer	Grade 5	37	85609	Business Support Team Leader
50093513								Business Support Officer	Grade 5	37	85609	Business Support Team Leader

7. List of Appendices

To include:

1. Current Structure - available from Organisation Management (orgmanagement@barnsley.gov.uk, Ext 3365)

2. Proposed Structures.

8. Authorisation

<p><u>Author</u> Bev Barnes Author Contact: 01226 772377 Date: 0 13.12.2016 Signed by Service Director:</p>	<p>Cabinet Spokesperson (for items over £100,000): Date:</p>	<p>Comments- Pay and Reward Date: 3/1/2017</p>
<p>Certification by Director: Date: 6/1/17</p>	<p>Chief Executive Date: 6/1/17</p>	<p>Authorisation by the Director of Human Resources, Performance and Communications: Date: 21.17</p>

Date:

--

