





BARNSELY METROPOLITAN BOROUGH COUNCIL

Report of Director of the Service Director - Human Resources & Business Support

Report Title: Report Title: Restructure of Human Resources

Implementation Date: 1 April 2017 except part of 3.2 effective from 1st January 2017

1. Authorisation

<p><u>Author</u></p> <p>Author Contact: Alison Brown</p> <p>Date: 2 November 2016</p> <p>Signed by Head of Service:  21.12.16</p>	
<p>CEO Certification by Director: </p> <p>Date: 22/12/16 .</p>	<p>Cabinet Spokesperson (for items over £500,000):</p> <p>Date:</p>
<p>Authorisation by Finance:</p> <p></p> <p>Date: 21.12.16</p>	<p>Comments- Pay and Reward</p> <p>Date: 21/12/16</p> <p>Grades checked</p> <p>K. Colbourne</p>
<p>Authorisation by the Director of Human Resources, </p> <p>Performance and Communications: 21/12/16</p> <p>Date:</p>	

 21-12-16

2. Introduction/Background

The report seeks approval to implement a minor restructure of Human Resources to realise the budget efficiency savings target for 2017/18. It should be noted that the savings relating to the Business Support function of the Service are the subject of a separate report.

3. Proposal and Justification

3.1 Business Advisory Service

Currently the service has 3 HR Advisors posts who support the HR Business Partners in the delivery of advice and guidance to service managers. Additionally, the advisors undertake support functions eg HR Intranet updates, policy monitoring, collation of information for FOI's, completion of HR forms etc. A review has been undertaken to identify efficient ways of working that reduces duplication and this clearly identified that a number of the process orientated functions could be computerised through the implementation of e-forms. Work is currently underway with IT colleagues to develop the first phase of e-forms/automated reports that will result in a reduction in the capacity of requirements for HR Advisors. Therefore it is proposed to reduce the number of HR Advisor posts (grade 6) from 3 ftes to 2 ftes with effect from 1 April 2017. The savings generated from the deletion of post will contribute service efficiency savings, result in an improved process for managers & timely employee related management information, and reduce the level of manual intervention required when responding to some employee related FOI's.

3.2 Barnsley HR Services (Traded)

A significant proportion of the employees have recently resigned from their posts within the Traded Service Team which prompted a review of the types of services offered and markets being targeted. The review identified that some profit (subject to corporation tax) has been made however this had to be viewed alongside the significant costs expended in achieving this – both employee costs and marketing. The decision was taken to withdraw from offering services to private companies and concentrate on the HR offer to schools and academies through the use of service level agreements. It was also determined that the team providing advice and guidance to schools consisting of 3 FTE Grade 9 posts and 1 0.6 FTE Grade 9 temporary post will report to the HR Manager – Business Advisory Service and the vacant post of HR Manager – Barnsley HR Services Grade 11 be deleted with effect from 1 April 2017.

The temporary Grade 9 post 50100517 will be extended to 31 March 2017 and thereafter will become a permanent full time post on the structure.

3.3 Pay, Reward, and Organisation Management

The Organisation Management team currently has 2 permanent Grade 2 Human Resources Assistant posts that support the work of the function. Some of the work carried out by these roles moving forward will be automated by the use of an e-form. Therefore, it is proposed to reduce the number of Human Resources Assistant posts from 2 fte to 1 fte with effect from 1 April 2017.

3.4 Recruitment and Safeguarding

Currently, the Recruitment and Safeguarding Team has 3 permanent Grade 2 Human Resources Assistant posts. These posts support the team in the manual processing of paper DBS forms, and all associated tasks. In view of the implementation of an E-Bulk IT system, which allows data to be sent to and from the DBS electronically, the time taken to process DBS checks will significantly decrease. Therefore, it is proposed to reduce the number of Human Resources Assistant posts from 3 ftes to 2 fte with effect from 1st April 2017, and a further reduction to 1fte from 1st July 2017 when E-Bulk is firmly in place.

The implementation of E-Bulk and deletion of posts supports the Councils efficiencies agenda, which forms part of the Future Council Programme. The E- Bulk platform will be known as the "Barnsley Council Disclosure and Barring

Service", which will enable Human Resources to trade services outside of BMBC, consequently creating additional income.

3.5 Human Resources and Business Support Management Team

A review of the Service Director and Manager roles has been undertaken in light of the increase in areas of responsibility as a result of the Senior Management Restructure and the re-allocation of Traded Services and Contracts functions. The job profiles have been evaluated and the revised grades are as follows:

Service Director, Human Resources and Business Support - Grade 17

HR Manager Business Advisory Service retitled Head of Service Business Advisory/Traded Services – Grade 13

HR Manager Pay, Reward and OM retitled Head of Service Pay, Reward and OM – Grade 12

HR Manager Recruitment and Safeguarding retitled Head of Service Recruitment and Safeguarding – Grade 12

Business Support Services Manager retitled Head of Service Business Support Services – Grade 12

4. Employee Implications

The employee implications outlined above will be dealt with in accordance with the Council's Managing Change Policy.

5. Financial Implications (previously Appendix A)

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>Later</u>
	(£)	(£)	(£)	Years
				(£)
Capital Expenditure	0	0	0	0
To be financed from:				
	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>Later</u>
	(£)	(£)	(£)	Years
				(£)
Revenue Effects				
Current Costs		485,044	485,044	485,044
Proposed Costs	6,386	369,655	364,798	364,798
	6,386	(115,389)	(120,246)	(120,246)
To be financed from:				
Additional pressures in 16/17 will be contained within the Services Resource Envelope, funded from income generated through the traded service. The savings generated from 2017/18 onwards will contribute towards future council 2017-2020 efficiency proposals.				

There are no financial implications relating to the change of management of the Grade 9 posts and the increase in hours of one of the posts from 22.5 to 37 hours has been included in the overall restructure from 2017/18 onwards.

6. Consultation

Consultations have taken place with:

Trade Unions

Director - Human Resources, Performance and Communications

Director- Finance, Property and Information Services

Director – Legal and Governance

7. Recommendations:

See attached

8. List of Appendices

1. Current Structures
2. Proposed Structures.
3. Recommendations excel list

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
50093434	HR, P & C BAS	N/A	HR Advisor	Grade 6	37	Lorraine Harrison	Y				91394	
50047392	HR, P & C Barnsley HR Services	HR, P & C BAS	HR Business Partner	Grade 9	37	Trudy Morris	N	HR Business Partner	Grade 9	37	42296	Lorraine Harrison
50005803	HR, P & C Barnsley HR Services	HR, P & C BAS	HR Business Partner	Grade 9	37	Trudy Morris	N	HR Business Partner	Grade 9	37	42296	Lorraine Harrison
50100517	HR, P & C Barnsley HR Services	HR, P & C BAS	HR Business Partner	Grade 9	22.5	Trudy Morris	N	HR Business Partner	Grade 9	37	42296	Lorraine Harrison
50051311	HR, P & C Barnsley HR Services	HR, P & C BAS	HR Business Partner	Grade 9	37	Trudy Morris	N	HR Business Partner	Grade 9	37	42296	Lorraine Harrison
50082315	HR, P & C Barnsley HR Services	N/A	HR Manager	Grade 11	37	Alison Brown	Y					
50080101	HR, Perf & Comms Organisation Management	N/A	HR Assistant	Grade 2	37		Y					
50059107	HR, Perf & Comms Recruitment and HR Safeguarding	N/A	HR Assistant	Grade 2	37	Tracy Bell	Y					
50059108	HR, Perf & Comms Recruitment and HR Safeguarding	N/A	HR Assistant	Grade 2	37	Tracy Bell	Y (effective from 1-7-17)					

50082316	HR, P & C Recruitment and HR Safeguarding	N/A	HR Manager	Grade 11	37	Alison Brown	N	Head of Service - Recruitment & Safeguarding	12	37	53564	Alison Brown
50082317	HR, P & C Pay, Reward & Org Management	N/A	HR Manager	Grade 11	37	Alison Brown	N	Head of Service - Pay, Reward & Org Management	12	37	42295	Alison Brown
50082314	HR, P & C BAS	N/A	HR Manager	Grade 11	37	Alison Brown	N	Head of Service - Business Advisory/Traded Services	13	37	80135	Alison Brown
50094496	HR, P & C Business Support	N/A	Business Support Services Manager	Grade 11	37	Alison Brown	N	Head of Service - Business Support	12	37	77728	Alison Brown
50082313	HR, P & C Pay, Reward & OM	N/A	Service Director - HR & Business Support	Grade 16	37	Julia Bell	N	Service Director - HR & Business Support	17	37	87651	Andrew Frosdick