

**CYNGOR SIR POWYS COUNTY COUNCIL**

**CABINET EXECUTIVE**

**5 July, 2016**

**REPORT AUTHOR: County Councillor Wynne Jones  
Portfolio Holder for Finance**

**SUBJECT: Revenue Budget Virement due to transfer of staff from  
Business Support to Service Areas**

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**REPORT FOR: Information**

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**1. Summary**

1.1 The Business Support function resided within Business Services in the Resources Directorate. A Review of the existing Business Support service delivery model commenced in January, 2015 and was heavily influenced by the views of customers and other key stakeholders.

1.2 During the Summer and Autumn of 2015 Business Support Managers undertook an options analysis for the delivery of Business Support within individual Service Areas through discussions with Service Senior and Operational Management Teams.

1.3 It was evident that there were mixed views of the Business Support model and service and that going forward, a “one size fits all” delivery model/way of working would not meet all customer needs and expectations.

**2. Proposal**

2.1 In line with preferred Service Area options it was proposed that:

- Administrators and Supervisors supporting Corporate Property and Regeneration and Regulatory Services transfer back to Service.
- Administrators and Supervisor supporting HTR transfer back to Service.
- Administrators supporting HR transfer back to Service.
- Administrators responsible for reception in Neuadd Brycheiniog transfer to Customer Services.

2.2 Limited effect was envisaged for staff. Administrators and Supervisors would transfer on same job description/person specification, salary, hours and base. Whilst line managers for Administrators would primarily remain the same, line management of Supervisors would change.

2.3 39 fte posts / 49 headcount were affected. There were no proposals for reduction in posts or changes of terms and conditions.

2.4 The transfer of staff took place on 1<sup>st</sup> April, 2016 and 1<sup>st</sup> June, 2016 and now requires permanent virement of baseline budget from Business Support to relevant Service Areas, together with transfer of agreed savings targets, as follows.

<b>Service Area</b>	<b>Baseline budget transfer required</b>	<b>Saving target transfer required</b>	<b>Efficiency profile as per MTFS</b>
HTR	£317,780	£ 63,120	2017/18
Regen/ Property	£559,680	£111,430	2017/18
HR	£ 89,342	£ 17,868	2018/19

### **3. One Powys Plan**

3.1 The Business Support Management of Change and transfer of staff back to Service Areas links with the following One Powys Plan objectives.

- Customer and Outcomes – The Business Support Customer Review took account of the views of customers and key stakeholders.
- Budget and Efficiency – Some Services Areas considered transfer of staff back to Service would aid their preparations in respect of full service costings for exploration of alternative delivery models.

### **4. Options Considered/Available**

4.1 Business Support Options Analysis presented to Service Areas were as follows:

Option 1 – Do nothing

Option 2 – Service delivery of all support processes

Option 3 – Core delivery of generic processes within a core Business Support function.

Option 4 – Service delivery for other support functions delivered within “other” back office functions.

**5. Preferred Choice and Reasons**

5.1 This report refers to those Service Areas who confirmed a preference for Option 2 “all processes are handed back to Service as detailed in Partnership Agreement”.

5.2 Staff were met with the rationale for change and the management of change was explained and followed in detail. Staff and Unions were provided with an initial opportunity to raise comments and ask questions and individual one to one meetings were offered to all.

**6. Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc**

6.1 There is no impact in relation to these areas.

**7. Children and Young People's Impact Statement - Safeguarding and Wellbeing**

7.1 There is no impact in relation to children and young people.

**8. Local Member(s)**

8.1 Not applicable.

**9. Other Front Line Services**

9.1 Not applicable.

**10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)**

**10.1 Finance** – The Business Services Finance Business Partner has prepared the transfer costings and efficiencies and produced revenue budget virement application forms, signed by relevant Heads of Service.

**10.2 HR** – The Business Services HR Business Partner has been involved in the Business Support Customer Review and Management of Change and is content with adherence to policy/good practice.

**10.3 Legal** - The recommendation can be accepted from a legal point of view.

## **11. Local Service Board/Partnerships/Stakeholders etc**

11.1 The transfer of staff from Business Support to Service Areas does not impact upon the Council's partnership relationships with the Local Service Board or the Third Sector.

## **12. Corporate Communications**

12.1 Extensive communication has taken place between Business Support, relevant Service Areas, HR, Unions and Corporate Finance.

## **13. Statutory Officers**

13.1 The Solicitor to the Council (Monitor Officer) has commented as follows: "I note the legal comment and have nothing to add to the report".

13.2 The Strategic Director Resources (S151 Officer) notes the comments made by Finance.

## **14. Members' Interests**

14.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>It is recommended that Cabinet note the outcome of the Business Support Customer Review and recommends the virements set out in paragraph 2.4 of the Report to Full Council.</b>	<b>In order to formally transfer staff from Business Support to relevant Service Area and action revenue budget virement requirements in respect of transfer of baseline budget and associated efficiencies.</b>

<b>Relevant Policy (ies):</b>	PCC Management of Change Revenue Budget Virement Application Form Guidance		
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>

<b>Person(s) To Implement Decision:</b>	<b>Mark Evans, Head of Business and Customer Services</b>		
<b>Date By When Decision To Be Implemented:</b>	<b>June, 2016</b>		

<b>Contact Officer Name:</b>	<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
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