

REPORT TO: POLICY AND RESOURCES COMMITTEE – 10 JUNE 2013
REPORT ON: INTRODUCTION OF CLUSTER BUSINESS SUPPORT OFFICERS
REPORT BY: DIRECTOR OF CORPORATE SERVICES
REPORT NO: 265-2013

1 PURPOSE OF REPORT

- 1.1 To propose the establishment of new posts of Cluster Business Support Officer, to be based in a designated geographic area of the city. These posts will initially be responsible for the provision of business support, advice and guidance to primary and nursery schools.

2 RECOMMENDATIONS

It is recommended that:

- 2.1 7 posts of Cluster Business Support Officer, grade 8, currently £22,591-£26,604 per annum are established.
- 2.2 Recruitment into these posts is restricted to current Dundee City Council employees
- 2.3 It is acknowledged that once successful applicants are identified, there will be no automatic backfilling of the vacancies created.

3 FINANCIAL IMPLICATIONS

- 3.1 The costs of the recommendations within this report are £155,400 in a part year and £233,100 in a full financial year. Recruitment will be undertaken internally with no automatic backfilling of the vacancies created, with the intention of savings being achieved as part of the recruitment process to be offset against these costs.

4 BACKGROUND

- 4.1 The Policy and Resources Committee, at its meeting of 14 January 2013, approved Report No 25-2013. This Report outlined a new operating model of service delivery for all Administrative and Clerical Support across the Council – Corporate Business Support Services.
- 4.2 The vision for this new service is to streamline current administrative/clerical practices, grouping functions together to establish best practice, reduce duplication and achieve economies of scale. Ultimately, a savings target of £1m over financial years 2013/14 and 2014/15 has been identified.

- 4.3 The impact of 4.2 above is to ensure that 'back-office' services are delivered in the most cost effective manner, managers are supported effectively and ensuring that 'front-line' services are effectively supported while effecting savings through achieving efficiencies.
- 4.4 The Chief Executive and Director of Education have identified an area of required business support within the primary and early years sector.

5 PROPOSALS

- 5.1 The new role of Cluster Business Support Officer (CBSO) will be established to co-ordinate and oversee business support services, initially for a cluster of primary and nursery schools within a designated geographic area. The breakdown of the schools within each proposed area is outlined in appendix 1.
- 5.2 The duties of these posts will include a mixture of the tasks required as part of the business support service e.g. process improvement, leading change and line management of designated support staff, together with the school specific tasks in the areas of health and safety, property liaison and administration and supporting and developing management information systems, to aid service improvement.
- 5.3 The post-holders will report to the Assistant Corporate Business Support Manager and will work as part of a cohesive team, promoting the vision of CBSS. The provision of specific support to primary and nursery head teachers and the office staff based in schools will be a key function of the role. Liaison with secondary school CBSO staff will also be vital. The CBSO will be responsible for improving working practices within their allocated area, removing duplication, identifying efficiencies and promoting change and flexibility. Within the wider cluster area, the post-holder will promote the vision, work with locality management, administration and clerical staff to ensure a fair and equitable distribution of staffing resources, taking decisions to move staff as priorities require.
- 5.4 Recruitment to these posts will be by internal appointment only. As outlined in paragraph 4.2 above, corporate business support has been established to generate a high level of efficiency savings over the next 2 years and beyond. These new posts will create a promotion structure for administrative and clerical staff to aspire to but once initial recruitment is completed, any resulting vacancies will be scrutinised prior to any agreement to backfill, again by internal recruitment. Ultimately, a saving, generated by identifying efficiencies and creating capacity within existing teams, will be found and offset against the costs of creating these new posts.

6 POLICY IMPLICATIONS

- 6.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

7 **CONSULTATIONS**

- 7.1 This report has been subject to consultation with the Chief Executive, Head of Legal and Democratic Services, the Head of Human Resources and the Trade Unions.

8 **BACKGROUND PAPERS**

- 8.1 Operating Model Re-Design of Administrative Support Function – Report No 25-2013 – Policy and Resources Committee 14 January 2013.

Marjory Stewart
Director of Corporate Services
22 May 2013
MS/JR

Appendix 1

CLUSTER BUSINESS SUPPORT OFFICERS - SCHOOLS/ESTABLISHMENTS WITH ADMIN/CLERICAL FUNCTIONS

ARDLER DOWNFIELD ST ANDREW'S CRAIGOWL ST FERGUS SIDLAWVIEW JESSIE PORTER NS	BARNHILL EASTERN FORTHILL WALLACETOWN
ST LUKES & ST MATTHEWS LONGHAUGH MIL O MAINS BALLUMBIE FINTRY LONGHAUGH NS	ANCRUM ROAD BLACKNESS VICTORIA PARK ST JOSEPHS ST MARY'S LAW NS BALGAY HILL NS
CRAIGIEBARNES ST PIUS CLAYPOTTS CASTLE ROWANTREE ST VINCENTS	OUR LADYS ROSEBANK CLEPINGTON DENS ROAD GLEBELANDS FRANCES WRIGHT PRE SCHOOL KINGSPARK

GOWRIEHILL
HILLSIDE
ST CLEMENTS
ST NINIANS
CAMPERDOWN
SS PETER & PAUL
MENZIESHILL NS
WOODLEA CHILDREN'S CENTRE