

Budget Consultation 2019+

November 2018

HR



Making a positive difference

 **Birmingham**
City Council

SAVING PROPOSAL FACTSHEET

HR102 19+ Cessation of repeat self-certification within DBS process

Directorate: HR

Service: HR/Organisational
Development (HR/OD)

About this service

HR/OD is fundamental to every single employee of the city council and supports each and every one in a variety of ways from their potential interest in working in the organisation, their life as an employee and their leaving the organisation. To deliver this service we carry out DBS checks on our staff. A DBS (Disclosure and Barring Service) check is a record of an individual's convictions, cautions, reprimands and warnings and can also include intelligence held by the UK police that relates to that individual and their suitability for a position working with children and/or vulnerable adults.

Proposed changes

Through reviewing the way we undertake checks of our staff, we have identified a part of the process which is unnecessary. We had been asking all staff who require a DBS check to make a declaration every 2 years to say they had not received a conviction etc. However our Code of Conduct clearly states that any employee must inform us immediately if they receive one. This is an unnecessary duplication and so by removing the 2 year declaration it will allow us to delete 2 posts from our structure without any impact.

The amount currently spent on the service and the proposed reduction is shown below.

Total Spend 18/19	Income 18/19	Net Spend 18/19	Saving in 19/20	Saving in 20/21	Saving in 21/22	Saving in 22/23
£7.780m	(2.092m)	£5.688m	(£0.040m)	(£0.040m)	(£0.040m)	(£0.040m)

What would this mean?

Because this is a support service that enables others to provide services directly to our customers there is no direct impact on the general public of this proposal. There will however be a reduction of staff in the HR team who currently undertake this work.

We will try to reduce the impact by

There is no direct impact on those using our services but the team undertaking this work will be affected. As with all deletions of staff we would hope that this will be through natural turnover or through voluntary redundancy at that time. If this is not possible then staff will be supported in their wellbeing and guided to apply for alternative roles via Priority Movers.

SAVING PROPOSAL FACTSHEET

HR103 19+ Withdrawal of unused funding support

Directorate: HR

Service: HR/Organisational
Development (HR/OD)

About this service

HR/OD is fundamental to every single employee of the city council and supports each and every member of staff in a variety of ways; from their potential interest in working in the organisation, their life as an employee and their leaving the organisation.

To deliver this service we encourage engagement and involvement of our diverse workforce through such things as our workforce strategy. This emphasises involving all staff in areas such as the design of service delivery, what our policies say and to determine and agree what we value as an organisation and how we expect each other to behave.

Proposed changes

A very small amount of money was budgeted to support staff groups to engage with the design of HR policies and to provide feedback as to how some staff felt about working for the Council. Through reviewing the way we are spending our budget we have identified that we have not allocated this very small amount of money to any of our staff groups. As this has not been utilised to support any particular groups withdrawal of it will have no effect on individuals or groups of staff.

The amount currently spent on the service and the proposed reduction is shown below.

Note: Total spend has been adjusted to take into account below the line items

Total Spend 18/19	Income 18/19	Net Spend 18/19	Saving in 19/20	Saving in 20/21	Saving in 21/22	Saving in 22/23
£7.780m	(£2.092m)	£5.688m	(£0.012m)	(£0.012m)	(£0.012m)	(£0.012m)

What would this mean?

Because this is a support service that enables others to provide services directly to our customers, there is no direct impact on the general public of this proposal. We will continue to engage with all staff but do not require this very small budget to that.

We will try to reduce the impact by

There is no direct impact on those using our service.

SAVING PROPOSAL FACTSHEET

HR104 19+ Workforce E/Learning Partnership Approach

Directorate: HR

Service: HR/Organisational
Development (HR/OD)

About this service

HR/OD is fundamental to every single employee of the city council and supports each and every member of staff in a variety of ways from their potential interest in working in the organisation, their life as an employee and on leaving the organisation. To deliver this service we provide access to E/Learning to our staff.

Proposed changes

As we provide statutory training to our staff along with other local authorities we are proposing to work collaboratively with a number of authorities in the Midlands, to design and deliver e-Learning packages that we can then share. At present each local authority is designing its own yet, the content of them does not vary as we all have to tell our staff similar messages. By collaborating, we can spend less time on designing individual versions. This will enable us to delete 0.5 FTE from our structure as we can reduce the amount of time spent on designing and delivering the materials used.

The amount currently spent on the service and the proposed reduction is shown below.

Note: Total spend has been adjusted to take into account below the line items

Total Spend 18/19	Income 18/19	Net Spend 18/19	Saving in 19/20	Saving in 20/21	Saving in 21/22	Saving in 22/23
£7.780m	(£2.092m)	£5.688m	(£0.020m)	(£0.020m)	(£0.020m)	(£0.020m)

What would this mean?

Because this is a support service that enables others to provide services directly to our customers, there is no direct impact on the general public for this proposal. However, the team undertaking this work will be reduced.

We will try to reduce the impact by

There is no direct impact on those using our services but the team undertaking this work will be affected. As with all deletions of roles, we would hope that this will be through natural turnover or through voluntary redundancy at that time. If this is not possible, then staff will be supported in their wellbeing and guided to apply for alternative roles via Priority Movers.

SAVING PROPOSAL FACTSHEET

HR105 19+ Apprenticeship Levy – One provider of all training and administration

Directorate: HR

Service: HR/ Organisational
Development

About this service

We can fund apprenticeships to new and existing staff across the council through the Apprenticeship Levy. Only training providers approved by Education and Skills Funding Agency (ESFA) can be used. For HR staff, it is administratively time consuming when large numbers of job roles are involved as an individual training provider needs to be sourced for each type of training.

Alternatively, we can contract a “preferred provider”, and they must directly provide the vast majority of the training themselves, procuring the remainder on our behalf. This reduces our administrative responsibilities but unfortunately takes away our ability to source local training providers and small organisations in the city as there are few “preferred providers” registered who could provide the range of training that we would require.

Proposed changes

To procure just one training provider for all apprenticeships that are paid for from the Apprenticeship Levy. The preferred training provider would be responsible for delivering any apprenticeship framework or standard of training for any job role, rather than procuring many providers as we do now. As “preferred providers” have to be able to deliver a large range of apprenticeships most are national organisations. This means that we may not see local training providers being employed to deliver training to our staff as our provider may not be local to Birmingham.

By appointing just one provider, we can reduce the time spent liaising with different agencies. This means we can reduce the number of staff in the HR/OD team by 1 FTE part way through 2019/20 once we have procured a preferred provider. This will deliver a part year saving for 2019/20 and full year saving from 2020/21.

The amount currently spent on the service and the proposed reduction is shown below.

Total Spend 18/19	Income 18/19	Net Spend 18/19	Saving in 19/20	Saving in 20/21	Saving in 21/22	Saving in 22/23
£7.780m	(£2.092m)	£5.688m	(£0.022m)	(£0.045m)	(£0.045m)	(£0.045m)

Note: Total spend has been adjusted to take into account below the line items

What would this mean?

Because this is a support service which is helping to train staff, there is no direct impact on the general public of this proposal. However, it may impact local training companies who currently provide apprenticeship training to us. The HR team undertaking this work will be reduced.

We will try to reduce the impact by

There is no direct impact on those using our services but the team undertaking this work will be affected. As with all deletions of staff we would hope that this will be through natural turnover or through voluntary redundancy at that time. If this is not possible then staff will be supported in their wellbeing and guided to apply for alternative roles.

SAVING PROPOSAL FACTSHEET

HR106 19+ HR Management Review

Directorate: HR

Service: HR Organisational
Development (HR/OD)

About this service

HR Organisational Development (HR/OD) is fundamental to every single employee of the city council and supports each and every one in a variety of ways from their potential interest in working in the organisation, their life as an employee and their leaving the organisation. As with any service we have a management structure within HR/OD to guide and support our own HR/OD team which ensures services to the wider council are delivered effectively and efficiently.

Proposed changes

To ensure we continuously improve we have been reviewing the way we work, the processes we undertake and the people involved in those processes. As we continue to review our working practices, we have a number of management posts that we feel we may be able to review as part of redesigning the way we deliver our services to our customers. This won't affect the services we offer but will simplify things for our own HR/OD team by combining the work of separate teams and roles and therefore reducing the number of managers we need.

The amount currently spent on the service and the proposed reduction is shown below.

Total Spend 18/19	Income 18/19	Net Spend 18/19	Saving in 19/20	Saving in 20/21	Saving in 21/22	Saving in 22/23
£1.669m	0	£1.669m	(£0.329m)	(£0.329m)	(£0.329m)	(£0.329m)

Note: Total spend has been adjusted to take into account below the line items

What would this mean?

We don't envisage removal of these posts to affect our service delivery in a negative way as we see that removing them will streamline how we do things regarding our layers of management.

We will try to reduce the impact by

We don't feel that removing these posts will affect our customers but the teams undertaking this work will be affected. As with all deletions of staff we would hope that this will be through natural

turnover or through voluntary redundancy at that time. If this is not possible then staff will be supported in their wellbeing and guided to apply for alternative roles.

SAVING PROPOSAL FACTSHEET

HR107 19+ Post implementation of an ERP system

Directorate: HR

Service: HR/ Organisational
Development (HR/OD)

About this service

HR OD is fundamental to every single employee of the city council and supports each and every one in a variety of ways from their potential interest in working in the organisation, their life as an employee and their leaving the organisation. To deliver this service we rely on an IT system.

Proposed changes

The council needs to replace the HR IT system that holds all of the data regarding its staff and the transactions concerning them. For instance staff appointments, pay, recording annual leave and time taken off sick, and all training provided. A decision to replace and improve this system was made by Cabinet.

The replacement of this system will enable us to review the way our work and tasks are currently undertaken and to simplify them. This will mean that we will need fewer HR staff to do this activity.

The amount currently spent on the service and the proposed reduction is shown below.

Total Spend 18/19	Income 18/19	Net Spend 18/19	Saving in 19/20	Saving in 20/21	Saving in 21/22	Saving in 22/23
£7.780m	(£2.092m)	£5.688m	£0.0m	£0.0m	(£0.237m)	(£0.237m)

Note: Total spend has been adjusted to take into account below the line items

What would this mean?

Because this is a support service that enables others to provide services directly to our customers there is no direct impact on the general public of this proposal. There will be a reduction in the staff in the HR team who currently undertake this work.

We will try to reduce the impact by

There is no direct impact on those using our services but the team undertaking this work will be affected. As with all deletions of staff we would hope that this will be through natural turnover or through voluntary redundancy at that time. If this is not possible then staff will be supported in their wellbeing and guided to apply for alternative roles through Priority Movers.