

STOCKTON-ON-TEES BOROUGH COUNCIL

CABINET RECOMMENDATIONS

PROFORMA

Cabinet Meeting16th December 2010

1. Title of Item/Report

EIT Gateway Review of Administration, PA Support, Business Support and Performance Management

2. Record of the Decision

Cabinet considered a report which provided an update on progress made on the Gateway review of Administration, PA Support, Business Support and Performance Management ("The Admin Review"). is being undertaken to identify whether there are ways in which these "back-office" functions can be carried out more effectively across the organisation. The review, which is under the scrutiny of the Housing and Community Safety Select Committee, has identified a set of preferred options and the review team are now working on a detailed set of recommendations for each of the preferred options with the aim of presenting final recommendations to Committee on 13th January 2011 and to Cabinet on February 17th. The preferred options have been designed to deliver the target of £1.3million (15%) annual cost savings.

The Admin Review was looking at the delivery of the following functions across the Council:

- General Administration
- PA Support
- Technical Administration
- Business Support and Performance Management

The definition of each of these 4 strands of the review was provided to members.

The review had identified 420.5 permanent FTEs who worked in roles primarily involved in these functions. The review excluded a number of temporary posts and some posts currently covered by other reviews. The total annual salary cost of the identified staff is approximately £9million.

The review has considered a range of options for delivery of these back office functions and at a meeting of the Committee on 18th November agreed a preferred way forward for each of the 4 strands of the review.

The review team was now working up a set of detailed recommendations to deliver the preferred options. Cabinet was provided with details of the preferred options.

RESOLVED that the progress of the review be noted, prior to receiving final recommendations in February 2011

3. Reasons for the Decision

To produce efficiencies and improvement in the delivery of the administrative, PA support, business support and performance management functions across the Council

4. Alternative Options Considered and Rejected

None

5. Declared (Cabinet Member) Conflicts of Interest

None

6. Details of any Dispensations

Not applicable

7. Date and Time by which Call In must be executed

Midnight on Friday 24 December 2010

Proper Officer
20 December 2010