

**ORIGINATOR: HEAD OF PROGRAMME
MANAGEMENT OFFICE**

DECISION NO. 38 /2020

REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: POLICE AND CRIME COMMISSIONER

**SUBJECT: COLLABORATION AGREEMENT FOR JOINT SHARED SERVICES
TRANSACTION CENTRE**

SUMMARY:

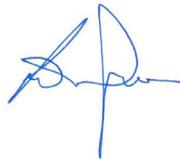
- 1 A Business Case was presented to Chief Officers in October 2019 supporting the formation of a People Transactions team, bringing together the existing Transactional HR and Payroll Teams under a new reporting structure which is based upon the SSTC operating model.
- 2 The Business Case which was approved supported the creation of a People Transactions function.
- 3 As a consequence it is now proposed that the Joint Shared Services Transaction Centre function be progressed through the Norfolk and Suffolk Change Programme with a commencement date of October 2020. This requires a collaboration agreement between the Norfolk and Suffolk Police areas.
- 4 A collaboration agreement has been developed (attached) which sets out the changes required to progress the Joint Shared Services Transaction Centre function.

RECOMMENDATION:

It is recommended that the Chief Executive of the Office of the Police and Crime Commissioner is authorised to execute the collaboration agreement on behalf of the Police and Crime Commissioner to enable the Joint Shared Services Transaction Centre function to progress.

OUTCOME/APPROVAL BY: PCC/~~CHIEF EXECUTIVE~~/~~CHIEF FINANCE OFFICER~~

The recommendations as outlined above are approved.



Signature

Date 12/10/2020

DETAIL OF THE SUBMISSION

1. OBJECTIVE:

Transactional HR and Payroll Needs

- 1.1 These functions require sufficient staff to provide ongoing services to other areas of the business at the appropriate service level (ie Tiers 1 and 2), as well as the ability to cope with spikes in demand (eg change programmes, “sickness over bank holidays” processes and police officer intakes). They also require appropriate systems in order to deliver that service effectively.

2. BACKGROUND:

- 2.1 Creating a new and separate “People Transactions” function by combining the restructured Transactional HR team with the existing Payroll Team, will see the two elements brought together, styled as a “Service Desk” and “Payroll” respectively, managed by a Joint Head of Transactional Services reporting directly to ACOs.
- 2.2 Current “Accounts Payable and Receivable (AP/AR)” staff will also transfer across to the joint Transactional Services function as they continue to report into the Joint Transactional Services Manager.

3. AREAS FOR CONSIDERATION:

- 3.1 As this function will no longer be governed in part by the People Board via a head of HR, a Collaboration Agreement for Joint Shared Services Transaction Centre has been developed for approval of this new function and which details the Management of Joint Transactional Services and Governance arrangements.

4. OTHER OPTIONS CONSIDERED:

- 4.1 In line with previous enhancement to operating models the split of posts across sites in Norfolk and Suffolk is equitable.
- 4.1 This new structure will allow for further development once embedded.

5. STRATEGIC AIMS/OBJECTIVE SUPPORTED:

- 5.1 To deliver a modern and innovative service by supporting the police by giving them the tools they need.
- 5.2 Good stewardship of tax-payers money delivering an efficient policing service, achieving value for money for all Norfolk residents and developing robust accountability frameworks and governance arrangements.

6. FINANCIAL AND OTHER RESOURCE IMPLICATIONS:

- 6.1 Through careful planning in line with the Phased Change Programme and HR consultation, there should be minimal restructure costs through displacements.

7. OTHER IMPLICATIONS AND RISKS:

- 7.1 There will be limited people implications for Transactional HR and payroll when implementing the function in conjunction with the recruitment restructure.
- 7.2 Risks associated with the proposed restructure are considered generally to be fairly low, primarily around the Forces capacity for change and maintain business as usual service delivery levels during transition.
- 7.3 A post-implementation review of staffing in both teams will be undertaken to establish if the right balance of resources has been achieved to meet business needs.
- 7.4 No risks on the Police and Crime Commissioner's Risk Register are engaged and no new risks need to be added.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	YES
Has the PCC's Chief Finance Officer been consulted?	YES
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	YES
Have human resource implications been considered?	YES
Is the recommendation consistent with the objectives in the Police and Crime Plan?	YES
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	YES
Has communications advice been sought on areas of likely media interest and how they might be managed?	NO
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	YES

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to the PCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC.



Signature:

Date: 12/10/2020

Chief Finance Officer (Section 151 Officer)

I certify that:

- a) there are no financial consequences as a result of this decision,
OR
- b) the costs identified in this report can be met from existing revenue or capital budgets,
OR
- c) the costs identified in this report can be financed from reserves
AND
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

Signature:



Date: 12/10/2020

PUBLIC ACCESS TO INFORMATION: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*