



Records Management - Business Case for New Role (Perm/Project/FTC/Agency)

To complete the business case template below, replace all instructional text in RED with custom responses that apply to your situation.

Project Name (if applicable)	Police Scotland contract renewal		
Project Manager (if applicable)	Graeme lawson	No of Role (s) Required	1
Start date	25/11/24	End Date	ongoing
Site Location	Livingston	Total required headcount	1
Cost Centre	28G	Total FTE	

Reason for Hiring & Alternatives

We have recently renewed the police Scotland contract however we now have to service all areas ourselves rather than use couriers for areas in north of Scotland and south of Scotland not normally covered by BAU. An agreement had been in place with restore digital to use their driver to cover these areas which we have trailed for 4 weeks however due to an increased workload in digital they have stated they can no longer assist with this arrangement going forward. We do not have capacity at other local sites to commit to this either

If we try to absorb these routes into BAU then it takes a member of staff and a van out of the equation for full days so has the impact that other tasks will not be carried out including destruction, compliance and can mean that some other workorders may not be completed such as pm deliveries if staff unavailable. Several of these runs will also take more than the drivers full shift to complete due to the distances involved. For example, Elgin/ inverness/ Dingwall which is over 8 hrs driving prior to breaks or job completion.

New Hire requirements & Estimated Expenditure

This section justifies the need for new hire(s). Quantify the exact number of resources required laid out in the previous section. This will also include estimations of total cost and benefits

	Job Title	Location	Cost Centre	Cost to Hire (Agency only)	Salary PA (inc on costs)	Duration	Contract	Total cost for period of employment	Revenue for the work to be undertaken
1	Service Delivery Operative	Livingston	28G	na	£23795.20 (pro rata)	6 months	FTC	£11879.60	
2									
3									
4									
5									
Total	1	NA	NA	£ NA	£23795.20			£11897.60	£X

Any other relevant information (including training required)

Recommendations

This role will allow the ongoing new contract to be completed as per customers stipulation of no couriers

- Allow Current Bau work in warehouse and deliveries to continue without impact (destruction etc)
- Will negate the need for SDM to be operational assisting with the new contract by being able to ensure compliance work and audits can be looked at instead of having to be out driving or all day in warehouse.
- Enable SDM to maintain focus and support for all 3 sites rather than majority of time on being warehouse driver in Livingston to cover
- Will enable other customer issue such as shepherd and Wedderburn to be serviced every week in Aberdeen as per agreement
- Less strain and stress on SDM and colleagues
- Risk if this is not approved is that a body will be out of normal current BAU service for days every week. This means SDM will need to either do the deliveries to free up person for warehouse or be in warehouse. This will take away from being able to maintain paperwork, compliance, managing other sites etc

This section may vary greatly with the scope, but it can provide readers with a clear understanding of what you propose to do and how you plan to accomplish it

Requested by: Graeme Lawson

Signature: 

Date 13/11/24

<p><u>People Team Summary</u></p>
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Signoff

This business case must be approved by Regional Manager, People Team & Managing Director. For non-operational roles, it will also require the approval from SLT.

ED. McGeoch
Regional Manager

E. M. S.
Signature

14/11/24
Date

People Team (for operation roles)

Signature

Date

Managing Director

Signature

Date

SLT (for non-operation roles)

Signature

Date

People Team to circulate with Operations Director & Finance Director upon approval.