

## Decision under Delegated Powers

### Officer Making the Decision

Head Of Customer Experience

### Recommendation

To extend the temporary 12 month fixed term post, Administration Support Officer (Grade D, 37hours previous DD085 2021 ) for a further month from 19<sup>th</sup> June 2022 to 18<sup>th</sup> July 2022 to support the ongoing administration of the CARF Business Rates scheme and the Discretionary Council Tax Energy Rebate Scheme

### Reason

The Covid-19 pandemic and the cost of living crisis continue to bring a significant amount of new work to the Customer Experience Team. The team have been able to deliver the requirements of various scheme with support and resources from other departments and by stopping existing work within these teams. However the introduction of further schemes has meant that additional resources are required to undertake these new schemes and ensure we can meet the requirements as set by central government.

### Authority for Decision

Authority to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case, is delegated to the Head of Paid Service (Item 6 on page 8-4 of the Constitution). This has been further delegated to Heads of Services in certain circumstances (DD28 11/12), which this decision falls within.

### Decision and Date

***K Barnshaw*** 21/6/22

### Background

The Covid-19 pandemic and the cost of living crisis continues to bring a significant amount of new work to the Customer Experience Team. The team have been able to deliver the requirements of various scheme with support and resources from other departments and by stopping existing work within these teams. However the introduction of further schemes has meant that additional resources are required to undertake these new schemes and ensure we can meet the requirements as set by central government.

This post will provide essential cover and support to existing teams who will continue to deliver these additional tasks for the foreseeable future. Additional burdens funding has been provided to fund resource requirements under this scheme

## **Comments from HR**

HR Advisor: Anna Cairns (15/6/22)

Summary of Comments from HR: A Variation eform will need to be completed.

HR seen recommendations (both draft and final, if amended): Y

## **Financial Implications**

To extend the temporary 12 month fixed term post, Administration Support Officer (Grade D, 37hours previous DD085 2021 ) for a further month from 19<sup>th</sup> June 2022 to 18<sup>th</sup> July 2022 to support the ongoing administration of the CARF Business Rates scheme and the Discretionary Council Tax Energy Rebate Scheme. Total cost = £2,924 (rounded £2,900).

(£24,920 x 40.8% on-costs = £35,087 / 12 x 1 months = £2,924

Additional New Burdens Funding of £288K has been provided to fund resource requirements under this scheme.

Cost Centre: X461

Subjective Code: T2064

## **Risk Management**

No specific risks are associated with this report.

**Key Decision:** No

**Background Papers:** None