

## Decision under Delegated Powers

### Officer Requesting Decision

Simon Harvey, Property and Asset Manager

### Officer Making the Decision

Geoff Parker, Head of Paid Service

### Recommendation

To create a temporary part time Right to Buy Officer post with a new post number at 15 hours per week to 2<sup>nd</sup> January 2019 (a maximum of 11.5 months) to cover maternity leave. This role covers the Right to Buy Aspects of the role of Senior Property and Asset Officer.

### Reason

To provide temporary part time cover for maternity leave.

### 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).

### Decision and Date

Approved



06.01.18.

### Background

To create a temporary part time Right to Buy Officer post at 15 hours per week to 2<sup>nd</sup> January 2019 (a maximum of 11.5 months) to cover maternity leave. This role covers the Right to Buy Aspects of the role of Senior Property and Asset Officer.

The temporary part time post has a specific job description which has been through job evaluation and been graded at scale 5.

There will be a maximum cross over period of at least two weeks to enable knowledge transfer to take place. The temporary post is within budget and is not a permanent increase to the establishment as it will be deleted when the Senior Property and Asset Officer returns from maternity leave.

## **Financial Implications**

The total cost of maternity pay for the post of Senior Property and Asset Officer (assuming 12 months maternity leave) has been calculated to be £16,552 against an annual budget for the post of £39,200. The temporary post for 12 months at scp 22 (bottom of scale 5) would cost £11,000. There is therefore sufficient budget to provide this cover.

Any shortfall for the remainder of 2017/18 whilst the Senior Property and Asset Officer is still on 90% pay can be covered through a virement from C515 (payroll service unit) which is within Finance and Property Services. Post M267 is a part time vacant post against which £2,000 budget is available for February and March.

## **HR Implications**

HR Adviser: Anna Cairns (21/12/17)

The changed duties of this post have created a specific Job Description/ Person Specification for the Maternity cover. This post has been through a Job Evaluation process.

## **Risk Management**

No specific risks have been identified with this report.

Key Decision: No

Background Papers: None

***Does the report contain exempt information? Yes***