

## Decision under Delegated Powers

### Officer Requesting Decision

David Wall – Facilities and Estates Manger

### Officer Making the Decision

John Casey – Head of Finance and Property Services

### Recommendation

To increase the number of permanent in-house cleaners from 9 to 11 to provide cleaning services to Southfields Offices, the ICS Building and Woodgate Chambers.

This is an increase of 25hrs week, 12.5 hours each, from 112.5hrs to 137.5hrs for all cleaners.

The effective start date for one cleaner will be 24th August 2015 on the current salary band - Grade 1 Scp10, with the second starting on 5<sup>th</sup> October 2015, again on Grade 1, Scp 10.

### Reason

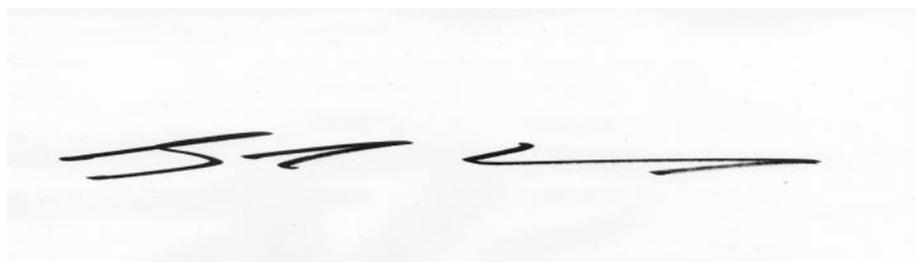
As part of the Department of Works and Pensions (DWP – Jobcentre +) integration into Southfields Offices and the relocation of Limehurst staff into the ICS Building it has been recognised that two additional cleaning staff are required to maintain the existing level of service.

### Authority for Decision

Under Section 8 of the current Council Constitution the Head of Paid Service (Chief Executive) has delegated 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 (item 6 on page 8-4 of the Constitution). This has been sub-delegated to Heads of Service in certain circumstances (DD 28 11/12) which this decision falls within.

## **Decision and Date**

I am approving this document

A handwritten signature in black ink, appearing to read 'John Casey', is centered on a white background.

John Casey

Head of Finance & Property Services

Charnwood Borough Council

Date: 29<sup>th</sup> June 2015

## **Background**

After early September 2015 the staff occupancy and visitor levels within Southfields offices will increase which in turn will have a negative effect upon the cleaning standards within the offices, due to:

- Relocation of around 40 CBC Limehurst Depot staff into the first floor of the ICS building
- Relocation of approximately 40 DWP Jobcentre+ staff into Southfields Offices
- The number of customers visiting the council is also expected to rise from 150 to over 400 per day once the DWP move in.

The existing permanent cleaner at Limehurst Depot has chosen not to be transferred to the Southfields cleaning staff. As budgets cannot be vired from the HRA to the General Fund this delegated decision is required to request an additional cleaning post to cover the ex-Limehurst staff.

The financial case for the DWP has always assumed that an extra cleaner would be required due to the staff coming plus an extra 250 customers a day. This extra cost will be recouped through the service charges to be paid by the DWP.

## **Comments from HR**

HR Advisor: Anna Cairns (25/6/15)

Summary of Comments from HR: All additional recruitment should follow the normal recruitment process.

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

### **Financial implications**

The financial cost to the Council to provide these two cleaners will be £6,400 each based on a full year at the top of the scale, Grade 1 Scp 11, including on-costs of 25% based on the highest amount currently required for cleaners. This gives a total of £12,800 per year.

For 2015/16 the cost of these cleaners will be £6,800 which will be met by a virement from Payments (C510) of a similar amount. Payments has a vacancy at present which it is not intended to fill. In addition, there will be a £3,100 saving in the HRA for 2015/16 and a £6,200 saving going forwards. However, the HRA will pick up a similar sized recharge from the General Fund for its cleaning costs.

For 2016/17 onwards there will need to be a service pressure for these two posts but this will be covered by extra income from the DWP for one post and a higher recharge to the HRA for the other , with a neutral effect overall for the General Fund and HRA.

### **Risk Management**

There are no risks identified with this decision as all terms are agreed with the DWP prior to their move to the council's office.

Key Decision: No

Background Papers: None