

Decision under Delegated Powers
Temporary Business Support Officer

Officer Making the Decision

Peter Oliver, Head of Landlord Services

Recommendation

To approve:

The appointment of a temporary Business Support Officer M036 for 37 hours per week for the period 2nd March 2020 to 27th April 2020 in the Repairs and Investment Team over and above the existing establishment but within overall budget.

Reason

The two existing Business Support Officers are currently undertaking additional work planning duties due to the two Work Planners being absent the office for a period expected to last until 6th April 2020. Business support capacity is therefore needed to support repairs services to tenants.

Authority for Decision

8.2 Delegation of Council functions

Delegation to... Heads of Service

to make temporary appointments to be held against existing permanent posts or within the overall budget;

Decision and Date



Approved 04/03/2020

Background

As above.

Comments from HR

HR Advisor: Anna Cairns (28/2/20)

Summary of Comments from HR:

The normal recruitment process should be followed.

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

Financial Implications

The financial implications to appoint a temporary Business Support Officer for 37 hours per week for the period 2nd March 2020 to 27th April 2020 will cost £4,436 (inc on-costs) appointed at a Grade C scp8. The costs will be met by current underspends within the salaries budget.

Risk Management

There are no significant risks associated with this decision.

Key Decision: No

Background Papers: None