

Decision under Delegated Powers

Officer Making the Decision

Lesley Tansey, Head of Finance

Recommendation

To create a Temporary Finance Assistant Post for 6 months, 20 hours per week in Accountancy Services C400, to backfill part of Q038 Senior Accountancy Officer role, reporting to the Chief Accountant, JE Grade D.

Reason

The Accountancy Services C400 team have taken on the role of preparing and checking the Business Grants files for payment twice a week, dealing with FOI relating to Business Grants and completing DCLG Government Returns this is currently being done by the Senior Accountancy Assistant Q038. It is necessary to backfill the Senior Accountancy Assistant role to ensure that the Business Grant work can continue alongside year end work and therefore additional short-term resource is needed within the team. The DCLG have provided Admin funding to cover this.

Authority for Decision

Section 8.2 of the Constitution gives delegated authority to Heads of Service, (following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies) to make temporary appointments to be held against existing permanent posts or within the overall budget; [Item 2 (vii) on page 8 - 3].

Decision and Date

Lesley Tansey

15/3/2021

Costing

The cost of the Temporary Finance Assistant Post 20 hours Per Week Scale D scp 13 is £8,561 (including oncosts 40%)

Comments from HR

HR Adviser: Anna Cairns (15/3/21)

HR Comments: This post has been job evaluated and graded accordingly. The normal recruitment processes should now be followed.

Financial Implications

The additional cost of the temporary Assistant Finance post can be funded from the DCLG new burdens grants X461 T2064 which is for Admin Support.

Risk Management

No Risks Identified

Key Decision: No

Background Papers: No

