

Decision under Delegated Powers

Officer Requesting Decision

Head of Neighbourhood Services and Strategic Director of Neighbourhoods and Community Wellbeing

Officer Making the Decision

Chief Executive

Decision Requested

To transfer the line management of post M199, Grants Administrative Assistant in cost centre C304 from the Neighbourhood & Partnership Manager post M098 in cost centre A009 to the Business Support Manager post H589 in Cost Centre L010

Reason

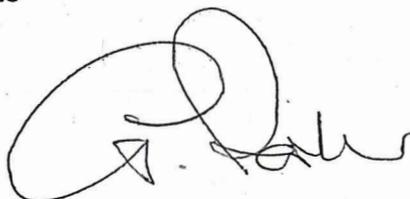
This post is currently managed by the Neighbourhoods and Partnerships manager as part of Charnwood Grants. As this is an administrative role it has been agreed that it would be beneficial for the post holder to work as part of the administration team managed by the Business Support Manager. This would enable joint working with the rest of the administration team, and as this is a part time role would provide cover for Charnwood Grants when the post holder is not available.

Authority for Decision

Section 8 of the constitution contains authority for the Chief Executive 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).

Decision and Date

APPROVED



15 SEPT 2015

Background

Post M199 was created to process the administration of Charnwood community and sports grants. The administration of the sports grants is now the responsibility of administration and business support team as well as all other administrative work within the directorate.

It has therefore been agreed that to facilitate cross working within the administration team that this post be transferred to the line management of the Business Support Manager. This will enable the Business Support Manager to oversee and co-ordinate all grants administration within Neighbourhoods and Community Wellbeing

Summary of Advice provided by HR

Senior HR Advisor: Anna Cairns (28/8/15)

HR Comment: There are no HR policy issues associated with this change, it is a merely management decision. The post holder will need to be notified of the change of reporting. There does not appear to be any associated matters that will arise.

Financial Implications

There are no additional budget requirements to facilitate the transfer of management of this post.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to transfer line management of this post could mean duplication on tasks involved in administration work and processing grant applications in the directorate.	High	High	Re-assess all current tasks, prioritise and rationalise, and re-allocate accordingly. Monitor and evaluate after three months

Background Papers:

none