

## Decision under Delegated Powers

### Officer Requesting Decision

Head Of Customer Experience

### Officer Making the Decision

Chief Executive

### Recommendation

To create a new temporary post, Customer Development and Support Officer (Grade P01, 37hours) in D200 to support the implementation of the changes to Council Tax, Business Rates and Housing Benefits and to support other Coronavirus function across the authority as required. Starting on 14<sup>th</sup> April for a period of 3 months

### Reason

In order to respond quickly to the required legislative changes for Business rates, Council tax and Housing Benefit in response to the Coronavirus Pandemic additional resource is required to ensure all changes are fully understood, documents and policies updated and new processes implemented in a timely manner and additional support is available across the authority where required.

### 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). This has been further delegated to Heads of Services in certain circumstances (DD28 11/12), which this decision falls within.

### Decision and Date



Approved, 8<sup>th</sup> April 2020

## **Background**

The Coronavirus pandemic has brought with a significant amount of changes to legislation surrounding Business Rates, Council Tax and Housing Benefit all which have a significant effect on both our customer and our organisation. In order to respond quickly to these changes additional resource is required to ensure all changes are fully understood, documents and policies updated and new processes implemented in a timely manner. In addition this resource can provide further support across the organisation as required

## **Comments from HR**

HR Advisor: Shaminul Choudhury (07/04/20)

Summary of Comments from HR: The post has been through JE and graded at PO1

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

## **Financial Implications**

PO1 scp 29 £32,670 + 42.2% oncosts = Budget of £46,400 PA.

These are additional costs are to administer the DCLG Conronavirus hardshipfund set up in X462. The post will be funded from vacant posts/salary savings in Corporate Services for the 3 month period and identified as a Coronavirus costs for any Government claim.

## **Risk Management**

No specific risks are associated with this report.

**Key Decision:** No

**Background Papers:** None