

Decision under Delegated Powers

Officer Requesting Decision

Business Support Manager, Neighbourhoods and Community Wellbeing

Officer Making the Decision

Strategic Director, Neighbourhoods and Community Wellbeing

Decision Requested

To increase the working hours of the Grants Administrator, post number M199 in cost centre C304, from 15 hours to 21 hours for a period of 8 weeks commencing from 2nd November 2015.

Reason

In order to improve and speed up the process of applying for grants a piece of work is being undertaken to set up an online application process. Initially, the Grants Administrator will be working the extra days to consult about this proposal and to draw up a specification for the work.

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). This authority has been sub-delegated to Heads of Service in certain circumstances, which this situation falls within.

Decision and Date

Agreed - 30.10.15.

C. Trail - Strategic Director
Neighbourhoods & Community
Wellbeing.

Background

The grants application process is currently quite manual and also requires an amount of interaction with applicants after they have filled in paperwork to ensure the correct documents have been submitted. It's proposed to improve this process and the advice given to applicants by creating an electronic application form, supported by online advice. This may be supplemented by appropriate promotion to the voluntary and wider community and by officer intervention in the short term to ensure the process works well for users. The Grants administrator will use the additional hours to draw up a specification for what will be required and to consult with key officers and partners.

Financial Implications

The additional hours, costing approx. £700 can be funded from anticipated salary underspends in cost centre L010.

HR Comments

Senior HR Adviser: Anna Cairns (23/10/15)

There are no HR implications relating to this temporary change in working pattern. A Variation to contract e-form will need to be completed.

Finance log no.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to improve the grants application process could impact on the resources available to process grants and potentially affect the successful awarding of grants funding	Possible	Moderate	Regularly check progress against a project plan to ensure the specification is completed in good time.

Background Papers: none
