

Decision under Delegated Powers

Officer Making the Decision

Head Of Customer Experience

Recommendation

To create a new temporary 12 month fixed term post, Administration Support Officer (Grade D, 37 hours) commencing from 1st June to support the ongoing administration of the Business Grants and Test and Trace scheme as a result of the ongoing Covid-19 pandemic response.

Reason

The Covid-19 pandemic has brought a significant amount of new work to the Customer Experience Team over the last 12 months. To date the team have been able to deliver the requirements of this scheme with support and resources from other departments and by stopping existing work within these teams. However as the country starts to open up and all departments are getting back to normal working there isn't sufficient resources available to continue with the administrative burden of the requirements under this scheme.

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 10th May 2021

Background

The Covid-19 pandemic has brought a significant amount of new work to the Customer Experience Team over the last 12 months. To date the team have been able to deliver the requirements of this scheme with support and resources from other departments and by stopping existing work within these teams. However as the country starts to open up and all departments are getting back to normal working there isn't sufficient resources available to continue with the administrative burden of the requirements under these schemes. This poses a risk for the Council against delivering to the requirements of this scheme and our own commitments within our Business Plan.

This post will provide essential cover and support to existing teams who will continue to deliver these additional tasks for the foreseeable future. Additional burdens funding has been provided to fund resource requirements under this scheme.

Comments from HR

HR Advisor: Anna Cairns (4/5/21)

Summary of Comments from HR: This post has been job evaluated accordingly, the normal recruitment process should be followed.

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

Financial Implications

A 12 month fixed term post, Administration Support Officer (Grade D, 37hours) from 1st June 2021 – 31st May 2022. Total cost = £34,656 (rounded £34,700).
(£24,491 x 40.8% on-costs = £34,483 x 12 / 10 months = £28,736 up until 31st March 2022)
(1st April 2022 – 31st May 2022 (2 mnths) = £5,920 inc 3% inflationary increases)

Additional New Burdens Funding of £288K has been provided to fund resource requirements under this scheme.

Cost Centre: X461
Subjective Code: T2064

Risk Management

No specific risks are associated with this report.

Key Decision: No

Background Papers: None