

Decision under Delegated Powers

Officer Making the Decision

Chief Executive

Recommendation

1. To approve the additional costs to cover the Temporary Revenues and Benefits Transitional Manager (37 hours/week) for the period 1st April – 7th December 2024 to support the delivery of the in house project. Cost centre D200/A0153.

Reason

At the Cabinet meeting on 14th September 2023 of September Cabinet resolved to bring the currently outsourced Revenues and Benefits Service back in house when the contract ends in October 2024. In order to ensure the smooth transition of the service the recruitment of a Revenues and Benefits Manager post is required. However, due to TUPE restriction this post cannot be filled on a permanent basis and so it has been necessary to fill this vacancy on a temporary basis which has increased the costs above the previously allocated budget..

Authority for Decision

Delegated authority is given to the Chief Executive within the constitution to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications.

Decision and Date



27/03/24

Background

The current contract for our outsourced service for Revenues and Benefits comes to an end in October 2024. The Council has review its future service delivery options and an options paper was presented to Cabinet on the 14th September 2023 to determined how the Revenues and Benefits Service would be delivered in the future.

At the Cabinet meeting on 14th September 2023, Cabinet resolved to bring the currently outsourced Revenues and Benefits Service back in house when the contract ends in October 2024.

In order to ensure the smooth transition of the service this post is required to undertake all of the necessary work to develop and build a new Revenues and Benefits service that is fit for purpose and ready to take over the contracted outsourced service on 1st November 2024.

However, due to the TUPE regulations this post cannot be filled on a permanent basis, instead this is being filled on a temporary basis which is incurring additional costs. The DD for the permanent Revenues and Manager post was DD191 2023.

Comments from HR

HR Adviser: Anna Cairns (19/3/24)

The content of this DD is correct in relation to the ongoing TUPE process.

Financial Implications

Original approved DD191/DD206 2023.

To approve the additional costs to cover the Temporary Revenues and Benefits Transitional Manager (37 hours) for the period 1st April – 7th December 2024 to support the delivery of the in house project. Cost centre: D200 A0153. Total Agency costs = £115,800.

2024-25 (1st April – 7th December 2024 – 40 weeks) Agency costs are £600 per day working 5 days a week = £3,000 for 40 weeks = £120,000. Less seven working days annual leave (11th – 19th April inc) = £4,200.

At the Cabinet meeting on the 14th September 2023, Cabinet resolved to bring the currently outsourced Revenue and Benefits services back in-house when the contract ends in 31st October 2024.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to be ready to bring the service in house at the end of the contract period.	High	High	Appropriate and sufficient resourcing and funding to allow project to be delivered on time

Key Decision: No

Background Papers: None