DD123 16/17

Decision under Delegated Powers

Officer Requesting Decision

Ian Philp, Landlord Services Manager

Officer Making the Decision

Christine Ansell, Head of Landlord Services

Recommendation

That the outcomes from the Consultation on the Out Of Hours Service (Warden and Lifeline Services) carried out in accordance with the Organisational Change Policy and Procedure be accepted.

That in line with the recommendation of the Job Evaluation Panel, the post of Warden Team Leader H127 (2 x FTEs) be regraded from scale 5 to scale 6 with effect from 10 January 2017.

That in order to fund the regrade on an ongoing basis the vacant H122 Warden post within H030 be reduced from 37 hours to 30 hours with effect from 1 April 2017.

Reason

The Consultation was carried out to propose an increase in the pool of staff delivering the Out of Hours Service.

The job description and person specification for the Warden Team Leader was reviewed and evaluated. During the Consultation period, the 2 Warden Team Leaders raised further points and it was felt these needed to be considered by a Job Evaluation Panel. Therefore, a further Panel was held on 10 January 2017, and the Panel recommended that the post be upgraded from Scale 5 to Scale 6.

Authority for Decision

Section 8.2 of the Constitution gives delegated authority to the Chief Executive to make changes to the establishment, within budget and without major service or policy implications affecting no more than five posts (irrespective of post number) (item 6). This has been further sub-delegated by the Chief Executive to Heads of Service in certain circumstances (DD ref 28 11/12). These proposals fall within the limit of the authority of the relevant Head of Service.

Decision and Date
Agreed

24 Jan 2017

Background

The current Out of Hours Service for Warden and Lifeline Services is delivered by two members of staff through a rota system of alternate weeks. There are operational risks in only having only two members of staff to deliver this service and so it was proposed to increase this pool of staff by including the two Warden Team Leaders on the Out of Hours rota.

A Consultation exercise in accordance with the Organisational Change Policy and Practice was carried out on this proposal in November/December 2016. The Consultation has ended with agreement being reached for the two Warden Team Leaders to be added to the rota.

Under the proposed arrangements, the four members of staff would deliver the out of hours service through a rota system of alternate weeks. This would mean that each member of staff would cover the rota for one week in every four weeks. The two members of staff who cover the existing service would be paid at the rate agreed when these officers worked at Charnwood Neighbourhood Housing (CNH), and the two new members of staff now being added to the rota would be paid at the equivalent Charnwood Borough Council (CBC) rate.

Warden Services have generally undergone several changes in the past two years including a restructure and the introduction of new IT equipment and software.

The role of the Warden Team Leader has changed over this time and a new Job Description and Person Specification was drafted to reflect the changes in responsibilities and skills required to undertake this work.

The job description and person specification was reviewed and considered by the Job Evaluation Panel on 10 January 2017, and the Panel recommended that the post be upgraded to Scale 5 to Scale 6. The revised job description and person specification also reflects the responsibilities identified in the review of the Out of Hours Service.

Financial Implications

The cost of the call out/standby payments is covered by existing budgets with any small saving due to differing CBC/CNH rates being absorbed by the Housing Revenue Account.

The additional cost of the re-grade of these posts for 2016/17 from 10 January 2017 is £400. These costs will be met from salary savings in Landlord Services vacant post of Warden (H122) in cost centre H030.

The additional cost next year will be approx. £4,400. The ongoing budget amount is to be funded by reducing the vacant H122 Warden post by 7 hours from 37 hours to 30 hours.

Comments from HR

HR Advisor: Anna Cairns (19/1/17)

Summary of comments from HR: The correct Organisational Change and Job Evaluation processes have been carried out relating to this restructure.

Variation eforms will need to be completed for the employees involved.

HR seen recommendations: Y

Risk Management

No specific risks have been identified.

Key Decision: No

Background Papers: Consultation Document
Job Description/Person Specification