

Decision under Delegated Powers

Officer Requesting Decision

Business Support Manager

Officer Making the Decision

Chief Executive

Recommendation

That funding for a full time (37 hours a week, currently vacant) post of Business Support and Administration Officer Post M328, reporting to post H589, be transferred from the Business Support Team, cost centre L010, to the MOS & Env Services Contracts Team, cost centre L060, reporting to post M069, also in cost centre L060, with effect from 1st August 2021. A new JD has been drafted and confirmed as Grade C. A new post will be created called Business Support and Administration Officer reporting to post M069, in cost centre L060, with effect from 1st August 2021 and a new post number will be allocated in due course.

Reason

There is currently a vacancy of 37 hours in the generic post, Business Support and Administration Officer, post no M328, in the Business Support Team, from a total of 185 hours. The vacant hours are designated as support to the Cleansing and Open Spaces service. Changes are proposed to the Business Support Team, which will be the subject of a separate DD in due course following informal or formal consultation. This transfer of vacant hours, in advance of the wider changes, will allow the Head of Cleansing and Open Spaces to make a decision about recruitment to the vacancy.

Authority for Decision

The Chief Executive has delegated authority to (see 8.2 of the Council's Scheme of Delegation 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



Agreed: 3 August 2021

Background

Comments from HR

HR Advisor: Shaminul Choudhury (29/07/21)

Summary of Comments from HR: Once the DD is approved management will need to recruit to the post by following the steps described in Charnwood Borough Councils Recruitment and Selection Policy.

Financial Implications

The cost of a FTE post at Grade C, spc 12 (top of the scale) for 8 months is £20.8k. At the bottom of the scale, spc 8, the cost is £19.1k

An ongoing virement from L010 to L060 will be needed to support this change

Risk Management

| Risk Identified | Likelihood | Impact | Overall Risk | Risk Management Actions Planned |
|-----------------------------|------------|--------|--------------|---------------------------------|
| No specific risk identified | | | | |

Background Papers:

None