

Decision under Delegated Powers

Officer Making the Decision

Head of Strategic Support

Recommendation

That the fixed term Electoral & Land Charges Assistant post (M112) created under DD011 2020 be extended for a further period until 31st March 2021, with the existing postholder (OB) remaining in post.

Reason

To provide temporary staffing resources within the Elections & Land Charges team to cover for vacant posts and pending a service review.

Authority for Decision

The Chief Executive as Head of Paid Service has delegated authority 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. This has been sub-delegated to Heads of Service in certain instances, which this falls within.

Decision and Date

Background

As set out in DD011 2020.

HR Advisor: Anna Cairns (9/10/20)

Summary of Comments from HR: A variation eform will need to be completed.

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

Financial Implications

The costs arising can be met from the budgets for the vacant hours on post L131, and if required, from the apprentice post (M325) which has come to an end.

Is a virement (budget transfer) required to fund this decision? No

Risk Management

No specific risks have been identified with this report.

Key Decision: No