

Decision under Delegated Powers

Officer Making the Decision

Chief Executive Officer

Recommendation

1. To approve the establishment the new permanent full time (37hrs) post of Revenues and Benefits Manager (JNC A) within the Customer Experience Directorate, reporting to the Director of Customer Experience. Cost Centre D200 estimated start date January 2024.
2. To approve the establishment of the new full time (37hrs) temporary posts for 18 months of Project Manager (P01) and Project Support Officer (Grade C) reporting to the Revenues and Benefits Manager. Cost Centre: D200 estimated start date December 2023.

Reason

At the Cabinet meeting on 14th September 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 these posts are required in order 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

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



01/11/2023

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 to determined how the Revenues and Benenfits Service would be delivered in the future.

At the Cabinet meeting on 14th 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 these posts are 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

Comments from HR

HR Adviser: S Choudhury – Human Resources Advisor (02/10/23)

Summary of comments from HR

The posts listed within this DD were put through job evaluation as required. Once this DD is approved management will need to recruit to the posts in line with its recruitment policy.

Financial Implications

1. To approve the establishment the new permanent full time (37hrs) post of Revenues and Benefits Manager (JNC A) within the Customer Experience Directorate, reporting to the Director of Customer Experience. Cost Centre D200 estimated start date January 2024.

2023-24 – 3mnths costs of £21,200 which include 4.75% uplift and pay award based on top of the scale.

2024-25 – full year costs at £87,700 which includes an estimated 5% pay award based on top of the scale.

2. To approve the establishment of the new full time (37hrs) temporary posts for 18 months of Project Manager (P01) and Project Support Officer (Grade C) reporting to the Revenues and Benefits Manager. Cost Centre: D200 estimated start date December 2023.

2023-24 – 4mnths costs of £19,300 (Project Manager P01) and £12,200 (Project Support Officer Grade C) which include 4.75% uplift and pay award based on top of the scales.

2024-25 – full year costs at £61,100 (Project Manager P01) and £39,700 (Project Support Officer Grade C) which includes an estimated 5% pay award based on top of the scale.

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 31st October 2024.

The 2023-24 (prior to Year 1) costs will total £52,700 salary costs. This will be funded from the Reinvestment Reserve.

2024-25 (Year 1) costs will total £188,500 salary costs. This will be funded from the in-house savings identified in the Cabinet Report (dated 14th September 2023).

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: Yes

Background Papers: None