

Decision under Delegated Powers

Officer Requesting Decision

Community Safety Team Coordinator

Officer Making the Decision

Head of Neighbourhood Services

Recommendation

That one of the existing 4 CCTV Advisors (Post M072) be acted up for 20.5 hours per week, into the vacant post of CCTV Team Leader (Post M071), continuing in their current CCTV Advisor role for 16.5 hours per week, for a period of 16 weeks.

That an honorarium, at the rate of £940.87 for a 16 week period as a maximum, be paid to that member of staff to compensate for acting up in a post at a higher grade.

Reason

This recommendation is made to ensure continuity of the CCTV Service, following the resignation of the existing CCTV Team Leader.

Authority for Decision

For the acting-up arrangement, there is a delegation to Heads of Service, Following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies and subject to the Officer Employment Procedure Rules and to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters including dismissal within their Service Area (item 2(xi) on page 3-24 of the Constitution).

For paying the honorarium, there is a delegation to Heads of Service, Following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies to approve the payment of honoraria of up to £1,500 in any 12 month period for any individual employee undertaking the duties and responsibilities of a higher graded post over an extended period (item 2(i) on page 3-24 of the Constitution).

Decision and Date

Julie Robinson 22/4/13

Background

The CCTV Service currently comprises of 5 FTE CCTV Advisors and 1 FTE CCTV Team Leader. At present, the service is currently carrying 1 FTE CCTV Advisor post vacancy. Recruitment to this vacant post has been delayed due to a recent Officer Review. The review went before Cabinet on the 11th April 2013, when the recommended Option 2, from a range of 9 Options was approved meaning that recruitment to the existing vacancy can now be progressed. However, since that time, the current CCTV Team Leader has resigned and will be leaving the Council on the 24th April 2013. In addition, another CCTV Advisor has also indicated that they will be handing in their notice at the beginning of May 2013, to take up an offer of alternative employment. The current vacancy, recent resignation and prospective resignation mean that we are entering a period of significant instability within the service that will make it difficult to ensure continuity of existing service provision. It is not possible to appoint to the vacant post of CCTV Team Leader, prior to the current post holder leaving the Council and therefore it is necessary to act up one of the existing CCTV Advisors into the role of CCTV Team Leader, on a temporary, part time basis.

This temporary arrangement will ensure continuity of service provision but in addition will provide an opportunity to consider whether it is feasible to deliver the service with a part time CCTV Team Leader, as opposed to a full time CCTV Team Leader.

Comments from HR

HR Advisor: Anna Cairns (18/4/13)

Summary of Comments from HR: This temporary solution accommodates with the needs of the services, it allows a team member to gain experience from "Acting Up", and allows management to ensure continuity of service is met.

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

Financial Implications

The total honorarium costs with on costs, for a 16 week period, will be approximately £1273.00. These costs are covered through the existing under spend in the salaries budget for A008, created by the vacant CCTV Team Leader post.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
<p>Failure to act someone up into the role of CCTV Team Leader, pending permanent appointment, is likely to have a detrimental impact on the ability ensure continuity of service. It will not be possible to monitor the existing CCTV maintenance contract nor will it be possible to comply with the existing Service Level Agreement with both internal Council Departments and external partners, including Parish Councils.</p>	<p>High</p>	<p>High</p>	<p>Back up through the CCTV Advisors and the Community Safety Team Coordinator.</p>

Key Decision:

No

Background Papers:

None

