

## Decision under Delegated Powers

### Officer Requesting Decision

Business Support Managers  
Neighbourhood and Community Wellbeing Directorate

### Officer Making the Decision

Chief Executive

### Decision Requested

1. That the Administration Assistant post H514 in cost centre L010 be regraded to Scale 4 to take account of revised Job Description detailing increased responsibilities and additional duties with effect from 1<sup>st</sup> July 2014.
2. The post holder's contracted hours of 18.5 were increased by a contract variation to 29.5hrs from 7<sup>th</sup> April – 7<sup>th</sup> October 2014. This delegated decision overrides this with effect from 1<sup>st</sup> July 2014 increasing the hours to 30 per week.

### Reason

The administration team department L010 has been restructured and additional staff brought under the line management of the Business Support Managers. The purpose of this restructure is to provide administration resources and support across the whole directorate. The restructure will provide joint working across the team and enable Business Support Managers to oversee and co-ordinate processes relating to town centre events, pitch and park bookings, sports activities, grant administration etc.

### Authority for Decision

1. Section 8.2 of the Constitution contains authority for the Chief Executive to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution).
2. Section 8.2 of the Constitution contains authority for the Chief Executive, 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 following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies (item 2(xi) on page 8-3 of the Constitution).

## Decision and Date

APPROVED



11 AUGUST 2014

## Background

Post H514 has been mainly responsible for duties relating to Sport and Active Recreation. The restructure of the administration team will result in the post holder undertaking more responsibilities and sharing the duties of all members of the team.

## Comments from HR

A small number of people are now working to a generic JD and are reporting to a different manager. This post holder was paid on grade 3 and is now working to a JD which has been evaluated at grade 4. No formal Organisational Changes process has been undertaken and the Trade Unions have not been consulted. This is reasonable in the circumstances.

I understand that all the team members, on a comparable grade, were verbally invited to express an interest in working additional hours. However, only the post holder of H514 expressed an interest in doing so. Ideally, I would have evidenced this through an email.

## Financial Implications

To facilitate the re-evaluation of Post H514 from 1<sup>st</sup> July 2014 (assuming a progression to SC18 and increase to 30 hours) for the remainder of 2014/15 results in a full year cost of £17,200, against an available budget of £14,600. This leaves a shortfall of £2,600 which can be met from underspend within L010 A0101

For 2015/16 onwards 30 hours at SC21, including on costs would require a budget of £20,400, against an ongoing budget of £14,600 leaving a shortfall of £5,800 requiring an ongoing virement of £4,000 from A009 A0101 and £1,800 from budget code L925 A0151

The relevant budget changes will be put through as agreed by the Head of Financial and Property Services.

Finance log no.

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to transfer line	High	High	Re-assess all current tasks,

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
management of this post could mean duplication of tasks involved in events and have an impact on Service Delivery, thus reducing the Councils aim and corporate objectives.			prioritise and rationalise, and re- allocate accordingly. Monitor and evaluate after three months

Background Papers:

none