

## **Decision under Delegated Powers**

### **Officer Requesting Decision**

Head of Finance & Property Services

### **Officer Making the Decision**

Head of Finance & Property Services

### **Recommendations**

1. That the title of post Q038 Assistant Finance Manger is changed to Senior Accountancy Assistant and that the holder reports to the Group Accountant - Housing with effect from 1 February 2013.
2. The Job Description of post Q038 is reviewed to reflect changes in duties and their integration into the main Accountancy section.
3. That the title of post Q045, Payment and Income Officer, is changed to Procurement & Payments Officer and the holder reports to the Procurement Manager with effect from 1 February 2013.
4. The Job Description of post Q045 is updated to reflect the change in duties.
5. The job descriptions for posts F331 Group Accountant and L310 Procurement Manager are altered to reflect that they will have posts Q038 and Q045 respectively reporting to them.

### **Reasons**

1-5 To reorganise staff reporting lines and some duties following the resignation of the Finance Manager, post Q036.

### **Authority for Decision**

Part 3 of the Council's Constitution contains authority for the Head of Paid Service to make changes to the establishment, within the budget and without major service or policy implications, affecting no more than 5 posts in any single case (item 6 on page 3-26). This has been further sub-delegated by the Chief Executive to Heads of Service in certain circumstances (DD ref 28 11/12). These proposals fall within the limit of the authority of the relevant Head of Service

### **Decision and Date**

## **Background**

1. The holder of post Q036, Finance Manager, has resigned with effect from 31 January 2013 and this post will be kept vacant pending decisions on the possible future shape of the whole Housing Service. Similarly the Finance Analyst post, Q043, will continue to be kept vacant. The Assistant Finance Manager and Payment & Income Officer both report to the Finance Manager, as does the Finance Analyst post.
2. The Assistant Finance Manager (Q038) post will be retained but the postholder will now report to the Group Accountant - Housing (post F331). This post is at the same grade and level as the Finance Manager and deals with most of the Housing and some other services. This post holder will take on the former CNH's non-repairs cost centres and the Assistant Finance Manager will cover the repairs side. There will be a change to the Assistant Finance Manager's job title to Senior Accountancy Assistant, to fall in line with the equivalent Finance service titles, and the JD will also change. However, the work will be at the same standard as the equivalent roles in the Council's Finance service. Post Q038 has the same grading as the other Senior Accountancy Assistants and HR have confirmed that there will be no change to the grading. The post, Q038, will move to cost centre C400 Accountancy.
3. The Payment & Income Officer post, Q045, will be retained but there will also be changes to the job description and, as with post Q038, HR have confirmed that there will not be any change to the grading. This post will transfer to the Central Procurement Team, cost centre C511, led by the Procurement Manager, post L310, and will work for that section reporting to the Procurement Manager and help the Payments team as well. The post title will change to Procurement & Payments Officer.
4. Both postholders will transfer to the main Southfields site and be with the rest of the central finance team.
5. JDs for posts L310 and F331 will be amended to show the additional staff members reporting to those posts.
6. All post holders affected have been consulted with about these changes and issues were raised about the grading and reporting line for post Q045. It has been confirmed to the post holder that HR believe that the grading is correct for the amended JD etc and the reasons for the reporting line have been explained to the postholder.

## **Financial Implications**

There will be no cost to these changes and an additional saving of £3,861 per month will be made by keeping post Q036 vacant.

## **HR Implications**

These changes were discussed and agreed with Anna Cairns on 22 January 2013 and the amended JDs have been considered by the relevant HR officer who has confirmed that the gradings are still valid and do not need adjudicating by a JE Panel.

## **Risk Management**

There are no material risks in respect of this decision.

**Key Decision:** No

**Background Papers:** None