

Decision under Delegated Powers

Officer Making the Decision:

Chief Executive

Officer Requesting Decision:

Business Support Manager Neighbourhoods and Community Wellbeing

Decisions Requested:

1. That the hours of Admin post (P666) be increased from 51.5 to 74 per week.
2. That admin posts (P666) be deleted and amalgamated with post (M021) thus upgraded to Scale 4 in line with the current Job Description and Person Specification for that post (M021)
3. That the current post holders of post (P666) be assimilated into the revised post.
4. That the 74 hours then be deleted from post (P666)
5. That 74 hours in post (P666) be added to post (M021) thus totalling 111 hrs.
6. That the line management responsibility for post (M021) be transferred from Contract Manager (P603) in cost centre N800 to Business Support Manager (H589) in cost centre L010
7. That this take effect from 1st February 2014

Reasons:

1. To reflect the increased responsibility for administrative duties in Cleansing and Open Spaces to include fleet management.
2. To enable the administration of the Council's fleet to be efficiently carried out and to provide a more streamlined and co-ordinated administrative support function for Cleansing and Open Spaces that is both robust and resilient to the flexible but demanding needs of the service.
4. To conform to the Council's policy on reorganisations.
6. To ensure that an appropriate budget is in place for the new arrangements.
7. To determine and appropriate implementation date.

Authority for Decision:

Part 3 of the constitution contains authority for the Chief Executive, as Head of Paid Service, 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 3-25 of the Constitution, published 14/8/12).

Decision and Date:

Approved.



05/03/14.

Background:

Since the CNH transfer to CBC in November 2013, the fleet responsibility passed to the Cleansing and Open Spaces Department, and additional administration support is required.

A budget of £21.5k will be allocated to Administration and Business Support (L010) from Charnwood Housing to cover the cost of such administration resources.

The total hours for post M021 would then be 111 hours per week

It is proposed that the Job Description (M021) be applied to deleted posts (P666) to reflect the increased responsibility for administrative duties in Cleansing and Open Spaces department to include fleet management.

One of the current post holders has remained on a temporary contract due to the fact that the substantive post holder had been seconded to the Contact Centre, and confirmation that this would be a permanent position has now been received.

Financial Implications:

The current hours of post P666 are 51.5hrs per week. Since the CNH transfer to CBC in November 2013, the fleet responsibility passed to the Cleansing and Open Spaces Department, and additional administration support is required.

The actual costs for 2013/14 will be £3,300 (February/March 2014).

The full year cost for 2014/15 will be £21.5k which will be transferred from Charnwood Housing and be allocated to Business and Administration cost centre (L010)

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

There are no redundancy payments associated with this proposal as current potholders will be retained in the amended posts.

Finance log no.

Comments from HR:

HR Advisor: Anna Cairns (12/11/13)

Summary of Comments from HR:

These proposed changes are in line with the Organisation Change Policy and the Fixed Term workers guidance. All affected employees have been consulted with as appropriate.

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

Risk Management:

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
None identified			

Background Papers:

Job Description & Person Specification