

Decision under Delegated Powers

Officer Requesting Decision

Neighbourhoods and Partnerships Officer

Officer Making the Decision

Head of Neighbourhood Services

Recommendation

That the hours of the Grants Administrative Assistant, Post No. M199 be increased by 3 hours per week to 18 hours, with effect from the 1st September 2013 to the 31st March 2014

Reason

To allow extra cover in respect of the additional number of Grants the Council now offers, and the subsequent increase in enquiries, applications, grants panel meetings and monitoring and evaluation administration.

Authority for Decision

In accordance with the scheme of delegation of Council Functions to the Head of Paid Service; delegation 6 (page 3-25) allows the 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 in any single case".

The Chief Executive has sub-delegated this function to Heads of Service, subject to decisions

- relating solely to staff within the Head of Service's responsibility;
- being within the existing budget for the service;
- not resulting in the creation or deletion of posts, or potential redundancy situations;
- only affecting officers graded at PO4 and below, and
- only being taken after consultation with the Council's Human Resources service.

Decision and Date

Julie Robinson 4/9/13

Background

Before changes to the Council's structure in 2011, the administration of the Charnwood Grants was one of the roles carried out through a full time Job share. The Grants Administrator role moved into Neighbourhood Services and became a part time 15 hour post. During this time there has been an increase in the number of Grants now being offered and subsequently the number of applications received. The Facilities Grant and the Staying Health Grant (administered by CBC on behalf of the NHS) have both been introduced and along with the other Charnwood Grants, are now attracting an increased number of enquiries and applications and subsequently increasing the number of monitoring and evaluation forms that also have to be processed.

In order to meet the agreed Customer Service standards for processing these applications it has been identified that these additional hours are required.

HR Advisor: Risha Budhdeo 09/08/2013

Summary of Advice provided by HR: I have spoken to Verity who has confirmed that the hours are to be given to the existing post holder on a temporary basis (variation to contract), as it is a specialist requirement and no other posts exist within the structure to undertake the hours in order to offer them out within the service. It should be noted that there is an element of risk as the opportunity has not been extended to those on the redeployment register and subsequently other internal members of staff.

HR seen the Delegated Decision: Yes

Financial Implications

As part of the 2013/14 budget process £3,100 was vired from the vacant hours of Post P002 (cost centre A009) to increase the hours of post M199 (cost centre C304) from 15 hours to 22.5 for the period 1st September 2013 to the end of the financial year. However, only £1,200 is needed to increase to 18 hours for the same period, leaving the balance of £1,900 in cost centre C304, to be used to meet the needs across the service.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to administer the Charnwood Grants applications within the agreed Customer Service Standards and to carry out full evaluations of the successful projects will lead to decisions not	Medium	High	Increased the hours of Grants Admin Officer to meet the levels of grants received.

being made within advertised timescales			
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Key Decision

No

Background Papers

Job Description and Person Specification
DD27 12/13

