

## Decision under Delegated Powers

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### Officer Requesting Decision

Business Support Manager, Neighbourhoods and Community Wellbeing

### Officer Making the Decision

Director of Neighbourhoods and Community Wellbeing

### Decision Requested

To increase the working hours of the Grants Administrator, post number M199 in cost centre C304, from 16 hours to 21 hours for a period of 12 weeks commencing from 9th January 2017.

### Reason

Grants work has been shared across more than one post within the Business Support Team for the past 12 months. One of the post holders has left and a decision needs to be made about recruiting again. Meanwhile the grants function needs to be supported and the main post holder has agreed to work additional hours on a temporary basis.

### Authority for Decision

Section 8 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). This authority has been sub-delegated to Heads of Service in certain circumstances, which this situation falls within.

### Decision and Date

Agreed, C. Traill, Strategic Director,  
13.1.17. Neighbourhoods & Community Wellbeing

## Background

The number of hours dedicated to community Grants Administration at Charnwood Borough Council has reduced over a number of years and, when the function transferred to the Business Support Team on the return of the Grants Administrator from maternity leave, it was quickly realised that the hours worked were not sufficient to cover the job. The work has been shared across the wider team over the past 12 months but a recent resignation has caused a rethink. Whilst a way forward is considered, the main Grants Administrator has agreed to work additional hours

## Financial Implications

The additional hours, costing approx. £700, can be funded from anticipated salary underspends in cost centre L010. Underspends as at period 9 are £934

## HR Comments

HR Adviser: Anna Cairns (21/12/16)

Due to the temporary increase in workload for the postholder this is an acceptable reason for this change.

A variation eform will need to be completed.

**Finance log no.**

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to properly support the grants process may impact on CBC's ability to process applications and monitor grants awarded	Possible	Moderate	Regular liaison and progress checking with those involved in grants processing