

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 hours of post M021 be increased from 74 hours per week to 81.5 hours per week for the period 8th July to 30th September 2014 (inclusive).
2. That the working hours of one of the current post holders of post M021 (JR) be increased from 15 hours per week, to 22.5 hours per week for this period.

Reason

To ensure adequate administration cover for Leisure & Culture over the peak summer event season by resourcing adequate staffing levels.

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



17 JULY 2014

Background

This post holder currently covers the environmental services administration for 2 days a week (Wednesday and Thursday), this will remain unchanged.

There is a need for additional administration cover in the Leisure & Culture team as a result of a number of upcoming events and projects.

It has therefore been agreed that by facilitating cross working within the Administration Team this post holder will increase their working hours to 3 days per week on a temporary basis and the extra day (Tuesday) will provide additional resource for the Leisure & Culture team.

This change will require a temporary increase in the total number of hours of the post from 74 to 81.5 hours per week.

Human Resources

Anna Cairns (4/7/14)

Comments from HR: There are no HR reasons why JR's hours cannot be increased as long as there is available budget.

Financial Implications

The financial cost of this variation will be approximately £1000. This amount is to be funded using underspend from L010, A0101 from periods 1 and 2.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
There is a risk that environmental services administration work could suffer if work provided by Leisure & Culture overstretches the resource provided.	Medium	Medium	The additional workload will be monitored closely and departmental work will be kept to allocated days in all but exceptional circumstances.

Background Papers:

none