

## **Decision under Delegated Powers**

### **Officer Making Decision**

Head of Benefits Revenues and Customer Services

### **Recommendation**

That:

1. Approval is given for the reduction of hours from 37.00 hours per week to 30 hours per week for both M113 Contract Officer posts. The reduction in of hours per week for each postholder to be on an ongoing basis from 3<sup>rd</sup> January 2013. This will create a saving in D200 of £2750 in 2012/13 + additional ongoing savings of £10,800 from 2013/14.

### **Reason**

1. To reconfigure the service in a way which meets changes to the work being delivered, meets requests from the staff concerned and delivers savings to the Council.

### **Authority for Decision**

Authorisation of changes to the establishment, within the budget and without major service or policy implications, affecting no more than 5 posts in any single case, is delegated to the Head of Paid Service under Item 6 on page 3-26 of the Constitution.

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**

## **Background**

These two postholders are both employed as Contract Monitoring Officers for the Capita Benefits and Revenues Contract. There have been significant IT improvements with the latest EV version of the Academy Software and the offsite processing of system batch jobs which has allowed the work undertaken by these two officers to become more streamlined and focussed. Following a period of testing to ensure there would be no impact on any area of the contract checking and monitoring it has been agreed that a reduction in hours is appropriate.

## **Comments from HR**

HR Advisor: Amy Mansfield

Summary of comments from HR: Manager has a sound understanding of the matter and seems a sensible approach.

HR seen draft recommendations: Y

## **Financial Implications**

The Two Posts M113 to be subject to a reduction in hours from 37 to from 1st January 2013. The reduction in hours will create a saving of £2750 in D200 for 2012/13 (£11000/12x3) and further ongoing savings of £10,800 in subsequent years.

e.g. £28,100 at 37 hours = £22,700 at 30 hours.

## **Risk Management**

No specific risks have been identified with this report.

Key Decision:	No
Background Papers:	none