

**Decision under Delegated Powers  
DD number: 016**

**Officer Requesting Decision (if necessary)**

Russell Clarke, Head of Revenues, Benefits & Customer Experience

**Officer Making the Decision**

Robert Mitchell, Head of Paid Service, (Chief Executive)

**Recommendation**

1. To delete the position of Senior Rates Officer F670 with effect from 1<sup>st</sup> May 2025 and create the NNDR Team Leader full-time position with effect from 1<sup>st</sup> April 2025, which has been evaluated at SO2 from 1<sup>st</sup> April 2025.

**Reason**

1. To recruit to the vacant post listed above, the NNDR Team Leader will become vacant in May 2025 and the revenues and recovery roles are currently being recruited to.

**Authority for Decision**

Under Section 6 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications.

**Decision and Date**



Rob Mitchell – 21/01/2025

**Background**

The incumbent NNDR Team Leader has offered his notice and intends to retire in April / May, this will be flexible in line with our recruitment. The creation and deletion of the NNDR roles will be staggered to account for the start dates of the new starter. The post of Senior Rates Officer will be amended to be the NNDR Team Leader with similar duties and responsibilities. The NNDR role will go out to recruitment shortly after the DD is approved and it is envisaged that there will be a month cross over of the two

posts to ensure business continuity, this salary overspend will be paid for out of next year's salary underspends / service pressure.

## Comments from HR

HR Advisor: Nicola Ward (16/01/2025)

Summary of Comments from HR: Standard recruitment process to be followed in line with policy. Please ensure any e-forms are submitted to enable variation to contracts to be issued where applicable. Updated post has been through Job Evaluation.

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

## Financial Implications

Nila Patel (17/01/2025)

Post No.	Post Name	Grade	Hrs of Post	Total costs (inc on-costs) (£)	WEF	Delete Post (£)	New Post (£)
F670	Senior Rates Officer	SO2 TUPE	37	*48,700	01/05/25	*(48,700)	
NEW	NNDR Team Leader	SO2 CBC	37	**56,700	01/04/25		**56,700
						<b>variance</b>	<b>(8,000)</b>

\* Based on 2025/26 Salary Master for 11mths. Salary TUPE from old Capita contract. All costs include on-costs and are subject to any future incremental increases and pay awards.

\*\* Based on 2025/26 Salary Master full year SO2 (top of grade) ongoing post. All costs include on-costs and are subject to any future incremental increases and pay awards.

**The difference of £8,000 will be paid from 2025/26 salary underspends within the Customer Service Directorate or a Service Pressure will need to be requested.**

**Gradually all posts under the old TUPE Capita contracts will need to be moved over to CBC contracts terms and conditions. Capita salaries are not always aligned with CBC salary scales so there may be some Service Pressure requested going forwards if no underspends are found within the area.**

## Risk Management

No specific risks are associated with this report.

**Key Decision:** No

**Background Papers:** None

