

## **Decision under Delegated Powers**

**DD number: 028**

### **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 create a Revenues Officer post with 3 full-time positions, which have been evaluated at Grade D from 13<sup>th</sup> January 2025.
2. To create a Recovery Officer post, with 3 full time positions, which have been evaluated at Grade D from 13<sup>th</sup> and 20<sup>th</sup> January 2025.
3. To delete 3 x Billing and Enquiries Officer F633 positions (currently occupied by Brianna McEneaney and Donna Cruise and one vacant post) with effect from 12<sup>th</sup> January 2025.
4. To delete the vacant 2x Enforcement Officer/Inspector F702 positions that transferred to the Council under the TUPE transfer when the Revenues and Benefits service returned to CBC management. with effect from 12<sup>th</sup> January 2025.
5. To delete 1x vacant position of Revenue Enforcement officer F672 with effect from 12<sup>th</sup> January 2025
6. To create 1x Benefit Officer which has been evaluated at Grade D, 29.5 hours. Position with effect from 1<sup>st</sup> February 2025
7. To delete 1x Benefit Officer F543 29.5 hours (occupied by Tim Mitchell who retires on 31<sup>st</sup> January 2025) with effect from 31<sup>st</sup> January 2025.

### **Reason**

1. To conclude the recruitment process for the Revenues and Recovery Officer vacancies.
2. To enable the recruitment to vacant roles in the benefits team.

### **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 – 13/01/2025

## Background

Following the transfer of the capita staff into CBC a number of roles have become or are becoming vacant. To address the vacancies, new roles have been evaluated in accordance with Council policy. These roles now require replacement staff, and recruitment is either underway or will commence shortly after this decision is approved. In addition, the vacant roles that transferred under the TUPE regulations will become obsolete as they become vacant and therefore, will need to be removed from the establishment.

The creation and deletion of the roles will be staggered to account for the start dates of the new starters.

The Recovery Officer role will have 2 new starters on 13/01/2025 and the third new starter will join CBC on 20/1/2025. The third Revenues Officer is to be created as this post was not created when the service transferred in, this was an error.

The Revenues roles will see two internal team members move into the roles on 13/01/2025 and an external to join in February (Date to be confirmed).

## Comments from HR

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

Summary of Comments from HR: Please ensure all e-forms are required as appropriate to ensure variation to contracts can be issued accordingly. Standard recruitment process to be followed for new posts.

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

## Financial Implications

Nila Patel (22/01/25)

Proposed Structure					2024/25 Costs (based on WEF dates)		2025/26 FY costs (all permanent ongoing posts)		
Cost Code	Post Name	Post No.	Grade	Hrs	Create *(£)	Delete (£)	Create *(£)	Delete (£)	WEF
D105	Revenues Officer	NEW	Grade D	111	27,100		133,800		13/01/25
D200	Recovery Officer	NEW	Grade D	111	27,100		133,800		2 x 13/01/25 + 1 x 20/01/25
D200	Benefits Officer	F543	Grade D	29.5	5,800		32,700		01/02/25
D105	**Billing & Enquiries Officer	F633	Grade C	111		(24,400)		(117,100)	12/01/25
D105	**Enforcement Officer/Inspector	F702	Capita TUPE	65.5		(13,000)		(62,200)	12/01/25
D105	**Revenues Enforcement Officer	F672	Grade D	37.5		(8,700)		(35,800)	12/01/25
D200	**Benefits Officer	F543	Grade C	29.5		(5,600)		(33,300)	31/01/25

					60,000	(51,700)	300,300	(248,400)	
					<b>Variance</b>		<b>(8,300)</b>		<b>(51,900)</b>

\*\*Salaries calculated at top of each grade taken from 2024/25 & 2025/26 Salary Master

\*\*\* Salaries based on Capita TUPE

All costs include on-costs and are subject to any future incremental increases and pay awards

**Neil Whittall 22/1/2025** - The additional costs relating to 2024/25 will be found from exiting vacancies within the head of service area

The £51,900 for 2025/26 is included as an ongoing service pressure as part of the 2025/26 budget process, once approved, alongside this DD, the £51,900 can then be transferred to the service

## Risk Management

No specific risks are associated with this report.

**Key Decision:** No

**Background Papers:** None