

Decision under Delegated Powers

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 temporary post of Benefit Assessment Team Leader which has been evaluated at SO2 from 1st January 2025 to 31st May 2025.
2. To freeze one of the two posts of Benefit Assessment Team Leader that transferred into CBC (F539). Grade SO1.
3. The difference in pay from SO1 to SO2 will be paid out from salary underspends in Cost code: D200.

Reason

1. To recruit to the vacant post of Benefit Assessment Team Leader, the existing post transferred into the Council from Capita as a vacant post. Once the recruitment has happened, the original post will be surplus to requirements.

Authority for Decision

Under the scheme of Delegation 8.2 , item 2 (i) the Chief Executive, Directors and Heads of Service can “approve the payment of honoraria and acting up allowances in accordance with the Councils Policy.

Decision and Date



Rob Mitchell 12/12/2024

Background

A new role has been created under the Council’s terms and conditions to enable the recruitment to the Benefit Assessment Team Leader position. Following the transfer of staff from Capita to Charnwood, the existing role remains on the terms and conditions that were transferred under the TUPE rules and retains Capita’s T&C’s, the Council

will only offer new roles under the current CBC terms and conditions. The new role has been through the Job Evaluation process and was evaluated at SO2. The creation of this post will also allow for one of the existing posts F539 to be deleted from the establishment as there will be no business requirement to retain the role that was transferred via the TUPE process. .

Comments from HR

HR Advisor:

Summary of Comments from HR:

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

Financial Implications

Nila Patel (12/12/2025)

Temporary period from 1st January 2025 to 31st May 2025 (5mnths)

Post No.	Post Name	Grade	Hrs of Post	Total costs (inc 45% on-costs) (£)	Freeze Post (£)	Recruit (£)
F539	Team Leader - Assessment	SO1	37	*21,288	*(21,288)	
NEW	Benefits Assessment Team Leader	SO2	37	**21,825		**21,825
					variance	(537)

* Based on 2024/25 Salary Master SO1 for 5mnths. All costs include on-costs and are subject to any future incremental increases and pay awards.

** Based on 2024/25 Salary Master SO2 scp26 (bottom of grade as temporary post) for 5mnths. All costs include on-costs and are subject to any future incremental increases and pay awards.

The difference of £537 from SO1 to SO2 will be paid from current salary underspends on vacant post F539 in Cost code: D200 A0101.

Risk Management

No specific risks are associated with this report.

Key Decision: No

Background Papers:

None