

		AGENDA ITEM NO.																																								
Report Cover Sheet																																										
Name of Meeting:		Employment Committee																																								
Date of Meeting:		25.06.07																																								
Report Title:		Debtors Income Post F02170																																								
Summary of report:		To ensure adequate cover in the Debtors Section it is requested to the increase the above post from 25.5 hours to 37 hours. This will be funded from within budget.																																								
For Further Information Please Contact (report author):		P Morgan, Financial Services Manager ext 6802																																								
Would the recommended decision be contrary to the Policy Framework:		No																																								
Would the recommended decision be contrary to the Budgetary framework:		No																																								
Wards of the District directly affected by this decision:		None																																								
Key Decision?		No																																								
Included within the Forward Plan?		No (If Yes, include reference number)																																								
Is the report Private & Confidential		No																																								
Background Papers:		None																																								
Consultation Undertaken Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.																																										
<table border="1"> <thead> <tr> <th>Consultees</th> <th>Yes/ No</th> <th>Who</th> </tr> </thead> <tbody> <tr><td>Other Committees</td><td>No</td><td></td></tr> <tr><td>Ward Councillors</td><td>No</td><td></td></tr> <tr><td>Portfolio Holders</td><td>No</td><td></td></tr> <tr><td>Other Councillors</td><td>No</td><td></td></tr> <tr><td>Warwick District Council recognised Trades Unions</td><td>No</td><td></td></tr> <tr><td>Other Warwick District Council Service Areas</td><td>No</td><td></td></tr> <tr><td>Project partners</td><td>No</td><td></td></tr> <tr><td>Parish/Town Council</td><td>No</td><td></td></tr> <tr><td>Highways Authority</td><td>No</td><td></td></tr> <tr><td>Residents</td><td>No</td><td></td></tr> <tr><td>Citizens Panel</td><td>No</td><td></td></tr> <tr><td>Other Consultees</td><td>No</td><td></td></tr> </tbody> </table>				Consultees	Yes/ No	Who	Other Committees	No		Ward Councillors	No		Portfolio Holders	No		Other Councillors	No		Warwick District Council recognised Trades Unions	No		Other Warwick District Council Service Areas	No		Project partners	No		Parish/Town Council	No		Highways Authority	No		Residents	No		Citizens Panel	No		Other Consultees	No	
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Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	25 th May	Mary Hawkins
Chief Executive		
CMT		
Section 151 Officer	25 th May	Mary Hawkins
Legal	5 th June	Simon Best
Finance	4 th June	Mike Snow
Final Decision?		Yes/
Suggested next steps (if not final decision please set out below)		

1. **RECOMMENDATION(S)**

- 1.1 To increase the established hours of post F0 2170 from 25.5 to 37 hours per week

2. **REASON(S) FOR THE RECOMMENDATION(S)**

- 2.1 The current establishment within the Sundry Debtors Section comprises of two posts, working 25.5 and 22 hours respectively. Following a review by Personnel and Finance it became clear that there was not sufficient cover within the Section. This is notably the case when one of the section is on leave, when for example, there may not be sufficient cover to answers phones or provide a service. In addition, with more capacity, the Section should be more pro-active in chasing up outstanding debts, so leading to improved recovery rates and less debt being placed with outside debt collection agencies.
- 2.2 Following the resignation of the existing post holder it was decided to extend the established hours from 25.5 to 37 per week. This would also assist the recruitment process

3. **ALTERNATIVE OPTION(S) CONSIDERED**

- 3.1 Consideration has been given to changing the work patterns but this still left long period with inadequate cover.

4. **BUDGETARY FRAMEWORK**

- 4.1 The additional cost of £8,100 (at top of scale, including overheads) can be funded from within the existing budget. In addition, the additional hours should in due course lead to improved recovery and fewer bad debts being written off.

5. **POLICY FRAMEWORK**

- 5.1 None