

		EMPLOYMENT COMMITTEE – 23 JUNE 2008	Agenda Item No.
Title		CHANGE TO BENEFITS SERVICE STAFFING STRUCTURE	
For further information about this report please contact		Andrew Jones	
Service Area		Revenues and Customer Services	
Wards of the District directly affected		None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006		No	
Date and meeting when issue was last considered and relevant minute number		Not Applicable	
Background Papers		None	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report author's relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director	9 th June 2008	John Dubber
Chief Executive	9 th June 2008	Chris Elliott
CMT	9 th June 2008	All
Section 151 Officer	9 th June 2008	Mary Hawkins
Legal	9 th June 2008	Max Howarth
Finance	9 th June 2008	Gary Walker
Portfolio Holder(s)	9 th June 2008	Les Caborn
Consultation Undertaken		
Please insert details of any consultation undertaken with regard to this report.		
Unison and Benefits staff		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		
Re-consult with staff		

1. **SUMMARY**

1.1 Members to agree to the revised staffing structure in the Benefits Service.

2. **RECOMMENDATION(S)**

2.1 To request member approval for the re-designating of post T03030 from Grade E1 to F and directing the saving from the reduction in employee costs to *overtime*.

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

3.1 The proposal is for a minor alteration to the Benefits staffing structure which removes line management responsibility from the post. This responsibility is no longer necessary as the team previously managed has moved to the Document Management Centre.

3.2 It is an apposite time to make the change as the current postholder will shortly be retiring.

3.3 The change will produce a salary saving of £3,800 and it is recommended that this amount be allocated to *overtime* as this budget is often fully utilised at times of long-term sickness and through periods of vacancies.

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

4.1 Members could decide that the post should remain in its current guise, however, as it no longer has line management responsibilities, it would be superfluous.

4.2 If members agree to the re-designation of the post they could recommend that the saving is allocated elsewhere. The Benefits team has on occasion had to employ expensive agency staff at times of staff illness or vacancies. The only way to pay for this staffing is through the overtime budget. Therefore enhancing the budget gives greater certainty to the Benefits management team that they will be able to cover vacancies.

5. **BUDGETARY FRAMEWORK**

5.1 Revenue cost of the change

5.11 To request member approval for the re-designating of post T03030 from Grade E1 to F = -£3,800 (to *overtime*).

6. **POLICY FRAMEWORK**

6.1 The Benefits Service has undertaken a service review on this part of the service to determine whether the retirement of the postholder enables the work to be delivered in a different way. This review helps achieve the Corporate Strategy priority of using "best practice to improve service delivery".