

 <b>Employment Committee 14.12.09</b>		<b>Agenda Item No.</b>
<b>Title</b>	Sundry Debtors Post F02/901	
<b>For further information about this report please contact</b>	Philip morgan, Financial Services Manager, 01926 456802 philip.morgan@warwichdc.gov.uk	
<b>Service Area</b>	Finance	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	Not Private	
<b>Date and meeting when issue was last considered and relevant minute number</b>	Employment Committee March 2008 minute number 935	
<b>Background Papers</b>	None	

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

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director	23/11/2009	Andrew Jones
Chief Executive		
CMT		
Section 151 Officer	23/11/2009	Mike snow
Legal	23/11/2009	Peter Oliver
Finance	23/11/2009	Mike snow
Portfolio Holder(s)		
<b>Consultation Undertaken</b>		
Please insert details of any consultation undertaken with regard to this report.		
None		
<b>Final Decision?</b>	Yes	

## 1. **SUMMARY**

- 1.1 This report requests the Sundry Debtors (within Finance) post number F02/901 be made permanent. The post works with the collection of the Leamington BID income and is primarily funded by Leamington BID. The post was initially established as a temporary post until April 2010 but now that the BID is firmly established it is requested that the post be made permanent.

## 2. **RECOMMENDATION**

- 2.1 That post F02/901 be made permanent.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The Business Improvement District (BID) has been in operation for over one year. The Council collects the BID's income on behalf of the BID and the BID pays for this service. The funding received is used to fund the temporary debtors post which works on the billing and collection of the BID income.
- 3.2 In March 2008 The Employment Committee approved, that subject to the Business Improvement District for Leamington being approved, the establishment of the Debtors Section be increase by one part time post (21.5 hours) temporary (for two years) graded H (subject to job evaluation), be approved. The post was only for two years as it was unknown at that time if the BID would be successful.
- 3.3 Leamington BID has proved successful and it is anticipated that the BID will continue until 2013 when it will subject to a further vote. The post is therefore required for an additional three years.
- 3.4 Human Resources has advised that after four years any temporary post effectively becomes permanent and that if the need for the post ceases then it is more effective dealt with by redeployment or redundancy.
- 3.5 During the first year the Payments Section collected 98% of the total income billed and the BID Manager has been satisfied with the service provided by the Payments Section. The BID Manager has agreed to continue with the service until June 2013. In March 2013 the BID will be subject to another vote.

## 4. **ALTERNATIVE OPTION CONSIDERED**

- 4.1 The existing postholder has been recruited and trained in the debt financial systems and works well with the payments team. It was considered not extending the contract but this would result in excessive work for the Payments Team and possibly a lower collection rate.
- 4.2 It was considered extending the existing employee's contract by three years but Human Resources has advised making the post permanent.

## 5. **BUDGETARY FRAMEWORK**

- 5.1 The post costs approximately £10,600 p.a. and the BID pays £10,000 p.a. (inflated each year) towards this cost, for the work carried out by the Sundry Debtors Section. An existing member of the Payments Team has voluntarily reduced hours (7.5) and some of this saving has been used to fund the balance of the costs of this post.
- 5.2 The post also contributes to the collection of Life Line income and provides cover for other members of staff.

## 6. **POLICY FRAMEWORK**

- 6.1 The BID proposal supports the Corporate Strategy vision of making Warwick District a great place to live, work and visit. It directly impacts upon the Development objective to 'create thriving town centres, keep pleasant villages and make the district an attractive place to live and work'. The BID will also help achieve the council's key objectives of 'high environmental standards' and 'safe, vibrant and sustainable communities'.
- 6.2 The BID proposal supports the Sustainable Community Strategy strategic aim to create a 'strong, diverse economy which provides jobs for all', and more specifically the 'vital and viable town centres' priority.
- 6.3 Section 2 of the Local Government Act 2000 gives councils the power to promote or improve the economic, social or environmental well-being of the area.