

ABXΔE

OFFICER KEY DECISION

Executive Portfolio: Resources & Strategic Leadership

Decision Number: 2019/RES/FIN/458

Title of Report: Maternity Cover and Associated Honorarium Within Financial Services

This report is PUBLIC under paragraphs 12 and 13 of part 1 of Schedule 12A of the Local Government Act 1972

Area Affected: As outlined in the attached report

Consultation: As outlined in the attached report

Implications: As outlined in the attached report

DECISION (*please attach supporting report*)

EITHER: (A) to approve the recommendations in the attached report *



OR (B) to approve

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.....
.....
Please complete as appropriate

NB the decision should be to do something – e.g. to approve X or to enter into a contract with Y for Z or to commence a consultation exercise about A etc

DECISION TAKEN BY:

PRINT NAME of Officer: Nigel Aurelius, Assistant Chief Executive, Resources



ASST CHIEF EXECUTIVE OFFICER
RESOURCES

Signature of Officer:

Date: 7/1/2019

NB: *In signing the above, the Officer is also declaring that he or she has no personal interest which would prevent him or her from making the above decision – and that the relevant Executive Member will receive a copy of the decision.*

Report to Assistant Chief Executive (Resources)

2 January 2019

SUBJECT: Maternity Cover and associated honorarium within Financial Services.

Report submitted by: David Lilly Head of Financial Services

Report Written by: David Weaver, Group Finance Officer – Service Accounting

1. Area Affected

1.1 Service Accounting Team of the Financial Services.

2. Purpose of report

2.1 The purpose of the report is to advise on maternity cover arrangements and to seek approval to pay an honorarium to one member of staff for the duration of the maternity absence.

3. Background

3.1 The Accountancy Support Officer – Grade 6 (RC) has indicated that she intends to begin her maternity leave on 18 February 2019 ; the return date is yet to be determined but clearly maternity leave entitlement is up to 52 weeks. It is, therefore, necessary for arrangements to be made to appropriately cover duties during the maternity absence.

3.2 RC occupies a full time post that predominately provides accountancy support to the following areas :

- Education – Play, Youth and Sports Development (reporting to the Lead Finance Officer – Education)
- Neighbourhoods – Skills & Employability Division (reporting to Lead Finance Officer – Neighbourhoods)
- Torfaen Leisure Trust - TLT (reporting to Lead Finance Officer – Neighbourhoods)
- Community Farm (reporting to Group Finance Officer – Service Accounting)

4. Findings & Proposal

4.1 The Group Finance Officer has discussed how RC's duties can be covered and/or dealt with during the period of absence with the respective Lead Finance Officer's and has determined that :

- Education related support – this can be undertaken by another Grade 6 post within the Service Team, together with more support from the Lead Finance Officer – Education.

- Community Farm supported – this can be undertaken by the Group Finance Officer, utilizing support across the Service Accounting Team as required.
- Neighbourhoods / TLT support – this support requirement is approximately 11 hours per week and can be undertaken by using capacity from a grade 5 Accountancy Support officer postholder (JR) within the team. The post has capacity largely due to a reduction in the direct support required by an external organisation. Given, that the postholder is currently on a Grade 5, it is proposed that the 11 hours of cover are paid, via a honorarium, at a level equivalent to the top of Grade 6 (as per RC) – this equates to £79 per month before on-costs. It is considered appropriate that the cover arrangements, and hence the honorarium should start from 1st February 2019 (to allow for a short period of shadowing) and continue for the duration of the maternity absence.

4.2 Whilst the proposed arrangements above are considered appropriate based on current workloads /duties etc, the Council will be adopting the full support services role function for the SRS during this period and the Service Accounting Team (including JR) will be an important part of this support. The exact workload required by JR for this is somewhat unknown at this time and hence it may be necessary to consider further staffing resources / adjustments during the maternity absence period once the level of SRS workload is known.

5. Financial Implications

5.1 The financial impact of the proposals based on a ten month maternity period is:

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Salary saving from maternity	(17,486)
Honorarium payments (including on-costs)	1,016
Net Saving	(16,470)

6. Consultation

6.1 The proposed honorarium opportunity has been discussed with all Grade 5 postholders (4 staff) within the Service Accounting Team and expressions of interest were invited ; only JR expressed an interest

6.2 The proposal has been discussed with the HR manager and no issues were raised.

6.3 The proposal has been discussed with the Employee Services Manager who has advised that a honorarium payment is the appropriate method of remuneration

7. Conclusion

7.1 For the reasons set out in section 4 above, it is considered that service delivery can be maintained over the period of the maternity

absence without the need for additional resources. The proposal for a honorarium simply reflects the additional responsibility in the cover arrangements.

8. Recommendations

8.1 It is recommended :

- a) The proposed cover arrangements for maternity absence within the Service Accounting Team are noted.
- b) The associated honorarium payment arising from these arrangements is approved with effect from 1st February 2019 until the end of the maternity absence.
- c) The potential need for further resource following the commencement of the SRS support services function be noted.

Background Papers:	None
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For further information about this report, please telephone: <i>David Weaver, Group Finance Officer – (01495) 766154</i>
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