

# Bolton Council

**Report to:** Executive Cabinet Member – Adult  
Social Care and Health  
Executive Cabinet Member –  
Children's Services

**Date:** 11<sup>th</sup> March 2019

**Report of:** Bernie Brown, Interim Director of  
People

**Report No:** PS175

**Contact Officer:** Lisa Butcher, Head of Finance,  
People Services

**Tele No:**

**Report Title:** **Strategic Finance Post Changes**

**Confidential /  
Non Confidential:**  
(delete as approp)

(**Non-Confidential**) This report does **not** contain information which warrants its consideration in the absence of the press or members of the public

**Purpose:**

To consolidate posts within the existing Strategic Finance structure following retirement of two staff.

**Recommendations:**

The Executive Cabinet member is recommended to approve the;

- Establishment of a 1.0 FTE Accountancy Assistant Post
- Deletion of the vacant 0.53 FTE Expenditure Officer Post
- Deletion of the vacant 0.43 FTE Financial Administrator Post

**Decision:**

**Background Doc(s):**

(for use on Exec Rep)

**Signed:**

\_\_\_\_\_  
Leader / Executive Member

\_\_\_\_\_  
Monitoring Officer

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Summary:**

This report proposes changes to the Strategic Finance Team following the retirement of two staff members to embed within the existing structure tasks transferred from their previous team.

## 1 Background

- 1.1 Recently, two members of the Financial Administration Team have informed the Council of their intention to leave the organisation. As a result, a review of tasks undertaken by both the individuals concerned and within the wider Finance Teams has been undertaken to maximise the efficiency of the service and to embed processes before staff leave the authority.
- 1.2 The two staff are currently under direct line management of the Principal Group Accountant within the Strategic Finance Team. This report aims to build the roles and responsibilities into the existing team structure creating stability and sustainability of tasks across a wider group.
- 1.3 This report therefore proposes to delete two posts which are not equivalent in the existing structure to create a post complimentary to two existing posts within the service, which operate across the wider team and report to a Group Accountant.

## 2 Staffing Implications and Finance

- 2.1 The tables below set out the detail of the changes proposed to the current structure as detailed in the report, all posts will be vacant.

Table 1. The following vacant posts to be deleted on 5<sup>th</sup> April following staff leaving the authority;

Post	Grade	FTE
Financial Administrator..58498	Grade.3	0.43
Expenditure Officer..58496	Grade.7	0.53

Table 2. The establishment of the following new post from 5<sup>th</sup> April 2019:

Post	Grade	FTE
Accountancy Assistant	Grade.4	1.00

- 2.2 The costs of these changes are detailed below and results in a small budget saving:

Post	Grade	FTE	Cost
Financial Administrator..58498	Grade.3	0.43	-20,363
Expenditure Officer..58496	Grade.7	0.53	-10,416
Accountancy Assistant	Grade.4	1.00	26,498
<b>Difference in Cost</b>			<b>-4,281</b>

- 2.3 Following successful use of the Apprenticeship programme in the past it is proposed to use this route again for recruitment to the post and studying for the AAT qualification.

## 3 Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the council must have due regard to:
- Eliminating unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;
  - Advancing equality of opportunity between people who share a protected characteristic and people who do not share it; and

- Fostering good relations between people who share a protected characteristic and people who do not share it.

It is therefore important to consider how the proposals contained within this report may positively or negatively affect this work.

An initial screening for equality implications has been undertaken, based on this the report does not require an Equality Impact Assessment to be completed as it is not requesting a policy change on the part of the Council.

#### **4 Recommendations**

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