

BRAUNSTONE TOWN COUNCIL

OFFICER DECISION TAKEN UNDER DELEGATED POWERS

REDUCTION IN CONTRACTED HOURS – EMPLOYEE 114 **5th December 2018**

Background to the Decision

On 23rd October 2018, Employee 114 made enquiries about reducing contracted hours. On 3rd November 2018, Employee 114 confirmed the request to reduce contracted hours from 546 per annum (10 hours 30 minutes per week) to 390 per annum (7 hours 30 minutes per week) to “start after Christmas from January if possible”.

The Council’s working week begins on a Sunday and ends on a Saturday; therefore, it makes sense to begin the new arrangement on Sunday 30th December 2018.

The Executive Officer & Town Clerk consulted with the Service Manager and the Council’s HR Advisor, who were happy with the arrangement.

Authority for Decision

Specific Delegation 34(vi) of the Delegated Powers to Officers under the Scheme of Delegation allows the Executive Officer & Town Clerk “Subject to the decision complying with the Council’s existing staffing policies: to approve requests for an increase or decrease in contracted hours, providing these are within budget and the approved staff establishment”.

Alternative Options Considered and Rejected

No alternative options were considered.

Decision

That Employee 114’s Contracted Hours be reduced from 546 per annum to 390 per annum (10 hours 30 minutes per week to 7 hours 30 minutes per week) with effect from Sunday 30th December 2018.

Approved By:

Darren Tilley

Date: 5th December 2018

Reason for Decision

Employment Law provides for the right of an employee to request variations to the working hours, which the employer must consider against the needs and operation of the business. Recent changes in service provision have meant that less Duty Officer hours are required, although some of these hours are offset against additional cover for Customer & Information Services. Therefore, the request could be implemented since the balance of 156 hours per annum could either be redistributed among other staff if required or could be frozen pending any further staffing review. There was no contradiction to the Council’s existing staffing policies and no detriment to the operation of the service.

List of Background Documents

- Requests from Employee 114 (emails)
- Consultation on implementation arrangements (emails)

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.