

Delegated Decision Notification (DDN)

Lead directorⁱ:	The Director of Environment and Housing
Subjectⁱⁱ:	Household Waste Recycling Site staffing proposals 2017
Decision detailsⁱⁱⁱ:	<p>The current Household Waste Recycling Site (HWRS) structure provides resources to support the operation of a transfer station and eight HWRSs strategically located across the City that contribute approximately 9.5% towards the Council's overall recycling rate.</p> <p>This service area within Waste Management has a budget of approximately £4.0m per annum (including waste disposal costs). It is essential that the staffing arrangements on site meet the future service need to maximize diversion from landfill, and ensure excellent customer service and efficient use of resources. A formal period of consultation has now been concluded with Trade Unions and staff on a range of proposed changes to roles within the Service, and this report now summarises the consultation findings, sets out management's responses to these issues, and recommends that the Director of Environment and Housing approve the implementation of the proposals.</p> <p>The proposals are estimated to involve a small additional cost of £12k per annum compared to current arrangements. The proposals create uniformity of job roles across the HWRS service, and achieve a better balance between service specific duties, whilst also being consistent with job roles in other similar services.</p> <p>Recruitment to existing vacant posts and a potential proposal for use of part-time staff has the potential to support equality and diversity priorities by attracting post holders from under-represented groups, in particular female staff since the hours offered may fit with school and family commitments. In addition, it reflects customer expectations by determining staffing levels based on demand for service rather than 'standard' hours contracts and resourcing.</p> <p>The proposals look to meet the future service need to maximize diversion from landfill, ensure excellent customer service and efficient use of resources.</p>
Type of decision:	<input type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant operational decision (council or executive ^{vi} – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive ^{vii} – not subject to publication or call-in)

Notice^{viii} or call-in (key decisions only):	Date the decision was published in the list of forthcoming key decisions: If not on the list of forthcoming key decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision: If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:		
Affected wards:			
Details of consultation undertaken:	Executive Member Councillor Yeadon	Date consulted: January 2017	Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Others ^x please specify: Trade Union	Date consulted: summer 2016 to Febraury 2017	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)		
Capital Injection approval	Name: Title:	Capital scheme number: XXXXX / XXX / XXX Date:	
Contract details (procurement decisions only)	Contract reference number		Contract title Supplier
Implementation (key decisions only)	Officer accountable for implementation Liz Behrens Service Manager Timescales for implementation ^{xi}		

	1 April 2017 for new positions, recruitment to current vacancies with immediate effect upon signing	
Contact person:	Liz Behrens	Telephone number ^{xii} : 07891272481
Decision maker or authorised signatory^{xiii}:	(Name: Neil Evans, Director of Environment and Housing) 	Date: 30th March 2017

ⁱ The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

ⁱⁱ A brief title should be inserted here. If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).

^{vii} Administrative decisions do not need to be published on the council's website but this form may be used for internal recording of the decision.

^{viii} All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{ix} No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^x This may include other elected members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xii} Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.

^{xiii} The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.