



Ryedale District Council

REPORT TO: North Yorkshire Building Control Board

DATE: 29 June 2016

REPORTING OFFICER: Head of Building Control

SUBJECT: Deputy Administration Supervisor

1.0 PURPOSE OF REPORT

To approve the introduction of a Deputy Administration Supervisor from within the existing Administration Section to supervise the Section and the Partnership's IT systems in the absence of the Administration Supervisor.

2.0 RECOMMENDATIONS

- (i) That a Deputy Administration Supervisor post be created from within the current Administration Section.

3.0 REASONS SUPPORTING DECISION

To reduce the risk associated with the knowledge base of administration procedures and IT systems being held by one person.

4.0 BACKGROUND

- 4.1** The Partnership has recently restructured following a reduction in management and building control surveyors. This process highlighted an area of risk when reviewing its continuity planning procedures, ie that the knowledge of maintaining IT systems and administration procedures was held with one individual, the Administration Supervisor.

5.0 POLICY CONTEXT

This report impacts on the Partnership's values in; delivering a competitive high quality, professional service; excellence in client services; and being innovative in service delivery and the use of technology.

6.0 REPORT

- 6.1** Should the Administration Supervisor be absent from duty for a prolonged period of time or leave the Partnership's employment, the Partnership would be placed in a vulnerable position. There would also be increased costs in having to buy in support services from IDOX and other Local Authorities until a satisfactory solution could be found.
- 6.2** To address the above it would require someone to be trained across all areas of systems management and development. If taken from the IDOX time-tabled training sessions, should they be available, it could take 6/9 months before completion of the programme. An alternative would be onsite training, which is considerably more expensive and again would have to fit in with IDOX's scheduled training commitments, with a potential of waiting 3 to 4 months.
- 6.3** The Partnership needs to reduce this risk by recruiting a deputy post to the Administration Supervisor from within the existing Administration Team. Training and mentoring will be provided by the Administration Supervisor as well as additional external training where necessary.

7.0 FINANCIAL IMPLICATIONS

The cost of implementing this change will be £378 including on cost for the current financial year and £3,129 for the 2019/20 financial year based on incremental progression and current salary/NI costs.

8.0 LEGAL IMPLICATIONS

None.

9.0 RISK ASSESSMENT

By not appointing a deputy the Partnership will have difficulty in terms of business continuity should the current Administrative Supervisor leave or be off on long term sick

10.0 CONCLUSION

It is essential that the Partnership addresses the risk associated with the absence of the Administration Supervisor and its effect on the day to day running of the service by appointing a deputy to provide continued support in their absence.

Background Papers: None

OFFICER CONTACT: Please contact Maria Podgorski, Administration Supervisor or Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted at the Partnership Office at Easingwold on 01347 822703