

**ST ALBANS CITY AND DISTRICT COUNCIL
DECISION REGISTER – 2001/2**

Portfolio(s) Decision relates to	FINANCE DEPT - Revenues & Benefits Service - Limited Reorganisation	Name of Portfolio: Councillor C Oxley	RESOURCES
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Decision Maker	<i>Print Name</i> Councillor C Oxley	Officer		<i>Signature</i>
		Portfolio	√	
Type of decision		Key		
		Significant		
		Virement		
		Delegation		
		Other (specify)	√	

Scheme of Delegation reference under which decision is taken **8.2.6, 8.2.9 & 8.2.10**

DECISION | Date decision taken: **13 December 2001**

Following consideration of options for re-organising staff structure and responsibilities within the Revenues and Benefits Division of the Finance Department, a limited re-organisation has been agreed which results in a net budgetary saving to the Council. The changes made have been made possible as a result of the retirement of two senior staff, a voluntary redundancy retirement of one post, and the non-filling of a vacancy for the foreseeable future.

BASIS FOR DECISION

The basis for the decision is that a combination of a voluntary redundancy, the non-filling of one post, and various regradings will result in a budgetary saving in excess of £30,000 in 2002/03; furthermore that the limited changes agreed are consistent with possible future changes within the Finance Department.

REASON FOR DECISION

A decision has been made in order that necessary changes can be made at this time following the normal retirement of two staff and also taking up one of the offers for taking voluntary redundancy from a member of staff, in order that there is smooth continuity of the service with the minimum of disruption.

The decision has been made bearing in mind the following:

- 1) A wider overall restructuring within the Finance Department, whilst desirable, in principle, is not possible at this time bearing in mind the current budget situation of the Council and its overall priorities for structural changes to departments;
- 2) The proposals agreed are consistent with possible future changes within the Department, and savings will be generated from the decision;
- 3) Changes to job descriptions will be made where appropriate to give the Council greater flexibility.

OTHER OPTIONS CONSIDERED		REASONS FOR REJECTION	
More radical options were considered involving several voluntary redundancies, and the necessary creation of some posts.		Cost, and the need to fit in any substantial reorganisation with possible wider restructuring plans of the Council.	
CONSULTEES			
Name	Position	Date of Consultation	Outcome of consultation <i>(may cross reference to supplementary sheets/background papers)</i>
..... Signature (Lead Officer/ PH/Ward M)			
1...Jules Samuels	Director of Corporate Services		
2...Alan Jeffs	Revenues & Benefits Manager		
LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT 1985)			
Bibliography	Custodian	File Location	
Papers on options for Reorganisation and Budgetary Savings	A W Jeffs	District Council Offices Civic Centre St Peters Street St Albans AL1 3JE	