

9 FINANCE DEPARTMENT - INSURANCE AND RISK MANAGEMENT SECTION - CHANGES TO ESTABLISHMENT (AN232-2005)

The Committee will be aware of the onerous responsibilities which will be placed on the Council as a result of the Civil Contingencies Bill.

A considerable amount of additional work will arise from this legislation. This will require the development of business continuity plans for each service department and the regular review of these plans to identify, evaluate and control the risks which could seriously affect the Council's ability to deliver services. In addition, there will be a need to design, co-ordinate and provide training to departments to allow them to comply with the obligations of 'Category 1 responders' as defined in the Bill. Furthermore, there is an acknowledged need to work with the wider local business community and provide information, assistance and training.

Having considered these additional responsibilities, the Chief Executive is of the opinion that these should be allocated to a senior officer. Having considered the situation, it is proposed that the existing Principal Insurance and Risk Management Officer who is based in the Finance Department should be requested to assume responsibility for these additional higher level tasks.

Accordingly, approval is requested to redesignate the post of Principal Insurance and Risk Management Officer to Risk and Business Continuity Manager. In addition, approval is requested to regrade this post from PO15-18, £37,461 - £40,098, to SCP53-56, £40,998 - £43,947.

As a result of this additional workload, it will be necessary for several existing insurance and risk management duties to be delegated to other officers in the section. Accordingly, approval is requested to regrade the post of Insurance and Risk Management Officer from AP5, £23,739 - £25,857, to PO1-4, £26,379 - £28,632; and the post of Senior Administrative Assistant from AP3, £18,381 - £20,169, to AP4, £20,808 - £23,034, to reflect the additional higher level duties falling to these officers.

The cost of these proposals would be £4,304 in the current financial year and, in due course, £11,861 in a full financial year, both figures being inclusive of employer's costs. This additional cost will be met from the Insurance Fund.