

**Decision under Delegated Powers  
Change of Grade for Planning Liaison Officer Post M215**

**Officer Requesting Decision (if necessary)**

Matthew Bradford, Head of Cleansing and Open Spaces

**Officer Making the Decision**

Matthew Bradford, Head of Cleansing and Open Spaces

**Recommendation**

That the grade for the above post is increased from SO2 to PO1. The change of grade to be effective from 1<sup>st</sup> January 2022 (the post is currently vacant, therefore, there will be no expenditure until the post is filled). The will be funded by deleting 4 hours from Post M174 Cleansing Services Project Manager.

**Reason**

This post is currently vacant following the resignation of the former post holder. Following an unsuccessful attempt to fill the vacancy, the Head of Service asked for the salary grading for the post be reviewed. A review was completed which showed that the post should be graded as PO1.

**Authority for Decision**

The Council's Job Evaluation Procedure allows for Management Initiated Evaluation Requests. A request was made in accordance with the Procedure. The Evaluation Panel concluded that the role should be graded at PO1.

**Decision and Date**

Approved



Matt Bradford – Head of Cleansing and Open Spaces  
14/01/2022

**Background**

See above

**Comments from HR**

Assistant HR Advisor: Carolyn Knapp

Summary of Comments from HR: Job profile has been through the JE process and scored at PO1 on 21/12/21.

HR seen recommendations (both draft and final, if amended): Y

### **Financial Implications**

The maximum potential increase in salary costs (including on costs) between the top the salary band for SO2 (SP 28) and the top of banding PO1 (SP 32) is £5.3k per annum (based of the April 2021 pay grades). This funding by deleting vacant hours from post M174 Project Officer from 15 hours per week to 11 hrs per week.

### **Risk Management**

None identified

Key Decision: No

Background Papers: None