

Decision under Delegated Powers

Officer Making the Decision

Head of Customer Experience

Recommendation

1. As per the outcome of the Job Evaluation Panel on 21st December 2021 amend the grade of the current Customer Experience Manager, V004 post M346 from grade PO2 to grade PO3, backdated to 21st December 2021.
2. As per the outcome of the Job Evaluation Panel on 3rd February 2022 amend the grade of the current Information Technology Delivery Manager, V001 post M171 from grade PO4 to grade JNC A, backdated to 3rd February 2022

Reason

1 to 2. To meet the requirements and implementation following the job evaluation process.

Authority for Decision

Section 8.2 of the Councils Constitution contains authority the Chief Executive to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications.

This has been further sub-delegated by the Chief Executive to Heads of Service in certain circumstances (DD ref 28 11/12), which these proposals fall within.

Decision and Date

Karey Barushaw 28/2/22

Background

Over the last couple of years there have been a number of changes and new initiatives that have been taken on by officer in both of these roles, as such the current Job description no longer fully reflected the duties being carried out in the roles. The Job Descriptions were therefore update and the associated job evaluation was also completed to take into account these changes.

Financial Implications

Customer Experience Manager
Post No. M346

CURRENT Grade (top scp)	(£)	PROPOSED Grade (top scp)	(£)	Maximum cost (21.12.21 – 31.03.22 (3.5mnths) (£)	Maximum on-going Annual cost (£)	Total Additional Costs (£)
PO2	58,800	P03	64,700	1,700	5,900	7,600

Total costs to be funded by the additional savings of £45,300 in the Customer Services Re-structure.

Information Technology Delivery Manager Post No. M171

CURRENT Grade (top)	(£)	PROPOSED Grade (top)	(£)	Maximum cost (03.02.22 – 31.03.22 (2mnths) (£)	Maximum on-going Annual cost (£)	Total Additional Costs (£)
PO4	69,100	JNC A	77,700	1,400	8,600	10,000

Total costs to be funded by the additional savings £45,300 in the Customer Services Re-structure.

Comments from HR

HR Adviser: Anna Cairns (24/2/22)

Both posts have been job evaluated and scored accordingly. Variation eforms will need to be completed and new Job Profiles issues to the employees as part of the HR process.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
None			

Key Decision: No

Background Papers: None