

Decision under Delegated Powers

Officer Requesting Decision (if necessary)

Aymen Khan, Information Delivery Technology Manager

Officer Making the Decision

Rob Mitchell, Chief Executive

Recommendation

1. To delete the existing Senior Information Analyst (A040) and Senior GIS Analyst (A041) posts
2. To create 2 x FTE Senior Systems Analyst posts which will amalgamate the existing GIS duties and the System Administration responsibilities for the new Assure system
3. To use the funding from the reduction in hours (from 37hrs to 22.5hrs) of the IT Service Administrator post (F838) to fund the remaining difference for the 1 x FTE Senior System Analyst post
4. To create an additional Technical Analyst post (F826) for 37 hours
5. Implementation of the above posts to be in place from 4th April 2022

Reason

The new Senior Systems Analyst posts are required to support and develop the new single system for Planning, Building Control, Land Charges, Environmental Health and Private and Strategic Private Sector Housing.

The justification for the post has been previously approved by SLT. The 2 x FTE will provide resilience, take ownership and resolve existing system issues as the main point of contact for services across the three Heads of Service areas.

The additional Technical Analyst role will ensure there is sufficient capacity within the Technical team to continue to develop the cloud infrastructure and ensure compliance with IT security and Cyber Security requirements.

Authority for Decision

The Constitution (Section 8.2 – item 6) gives the Chief Executive, as head of paid service, delegated authority 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.

Decision and Date

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**Robert Mitchell (he, him, his)
Chief Executive**

31/03/2022

Background

The introduction of a new single system for Planning, Building Control, Land Charges, Environmental Health, Licensing and Private and Strategic Private Sector Housing has resulted in a requirement for ICT resources to administer and develop the new system alongside ensuring resilience for both new and existing areas.

The amalgamation and consolidation of GIS and LLPG (addressing) duties into the new role includes a cross over of skillsets also ensures that the existing technical resources are utilised more effectively within the ICS Development Team.

The Organisation Change Policy was followed, both affected employees and the Unions were consulted and all comments have been taken on board and considered.

Within the IT Operations team, the additional FTE for the Technical Analyst role provide capacity for the maintenance and development of the cloud infrastructure and resources to meet the increasing demand for compliance with IT Security and Cyber Security requirements

The alignment of resources presents an opportunity to improve the effective and efficient running of the service and to ensure the future demands of the service can be met in line with the requirements of the ICT Strategy.

Comments from HR

HR Adviser: Shaminul Choudhury (30/3/22)

Management have adhered to the organisational change policy as required. Once this DD is approve the relevant e-forms need to be completed so HR can write to both employees.

Financial Implications

Post No.	Post Name	Grade	Hrs	Savings (£)	Expenditure (£)
	SLT funding received for the 1 x Senior System Analyst post	S01	37	41,900	
A040	Senior Information Analyst	S02	37	47,200	
A041	Senior GIS Analyst	S02	37	47,200	
F838	IT Service Administrator	Scale D		5,400	
F826	Technical Analyst	S02	37		47,200
TBC	Senior Systems Analyst	S02	74		94,500
				141,700	141,700

All posts relate to V001 so no budget virement is required.

Risk Management

No specific risks have been identified with this report.

Key Decision: No

Background Papers: None

