

## Decision under Delegated Powers

### Officer Requesting Decision (if necessary)

Aymen Khan, Information Delivery Technology Manager

### Officer Making the Decision

Karey Barnshaw, Head of Customer Experience

### Recommendation

1. To increase the working hours for the M370 - Systems Analyst post from 30hrs to 37hrs
2. To use the funding from the reduction in hours (from 37hrs to 22.5hrs) of the IT Service Administrator post (F838) to fund the increased hours for the M370 - System Analyst post.

### Reason

Due to a member of staff leaving, we will be recruiting to the M370 – System Analyst post.

The increased working hours are required to support the continued development and administration of the iTrent system and to work alongside the ICS development team on O365 based applications

### Authority for Decision

Part 8.2 of the council's constitution contains authority for the Chief Executive to agree changes to the establishment, within budget and without major services or policy implications, affecting no more than five posts (irrespective of their post number) in any single case.

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

### Decision and Date

*K Barnshaw*  
**19/4/22**

**Karey Barnshaw (She/her/hers)**  
**Head of Customer Experience**

## **Background**

### **Comments from HR**

HR Adviser: Shaminul Choudhury (14/04/22)

The normal recruitment process should be followed once this DD is approved.

### **Financial Implications**

Increase in hrs by 7hrs from 30hrs to 37hrs = £8,400 (Grade S01, scp25).

£8,400 to be funded from F838 - IT Administrator post to the M370 - Systems Analyst post, graded at SO1

No budget virement is required as all posts relate to V001

### **Risk Management**

No specific risks have been identified with this report.

Key Decision: No

Background Papers: None