

## Decision under Delegated Powers

### Officer Requesting Decision

Head of Transformation, Strategy and Performance

### Officer Making the Decision

Chief Executive

### Recommendation

- That approval is given to create a 12-month fixed term Performance Improvement Assistant post (37 hours per week).
- The post has been evaluated at Grade C. The starting point will be scale point 8.
- The post will report to the Organisational Change Officer M206 (cost centre A200).


### Reason

This post has been created to help provide business support to the Transformation, Strategy and Performance Service and to continue the work undertaken by the Performance and Improvement Apprentice.

### Authority for Decision

Under Section 8 of the current Council Constitution the Head of Paid Service (Chief Executive) has delegated authority 'to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution).

### Decision and Date



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

**27/09/2022**

## Background

For a number of years the Improvement and Organisational Development Team have recruited a Performance and Improvement Apprentice.

The current officer has now completed the 18-month apprenticeship programme with Loughborough College.

As the team requires the additional support and in line with the recommendations from the Government's Apprenticeship Scheme it is felt appropriate that a fixed term post is created. This post will be full time for a period of 12 months to 30<sup>th</sup> September 2023.

## Comments from HR

HR Advisor: Anna Cairns (16/9/22)

Summary of Comments from HR: The post has been Job Evaluated and scored accordingly.

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

## Financial Implications

The costs for this post will be £29,900

Total cost include full oncosts but does not include any pay awards for either 2022/23 or 2023/24 and assumes start at bottom of Grade C, with 1<sup>st</sup> increment in 2023/24 for this purpose.

The salary will be covered by the following posts;

1. Post M172 will be frozen until 30<sup>th</sup> September 2023 and 15.5hrs taken to provide a budget of £12,900
2. 20.5hrs of Post A007 will be frozen until 30<sup>th</sup> September 2023 to provide a budget of £17,000

## Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Risk that the current apprentice does not want this role	1	2	Very Low (1 - 2)	This is low risk as the current apprentice has expressed a keenness to remain with the Council

Key Decision:

No

Background Papers:

None