

**Decision under Delegated Powers****Officer Requesting Decision**

Community Safety Manager

**Officer Making the Decision**

Head of Neighbourhood Services

**Recommendation**

That the job title for post M044 be altered to that of Anti-Social Behaviour Co-ordinator from that of Anti-Social Behaviour Case Officer.

That post continues to report to post A035 Community Safety Manager (cost centre A009).

**Reason**

To better reflect the emphasis of the role for this position.

**Authority for Decision**

In accordance with the scheme of delegation of Council Functions to the Head of Paid Service, item 6 allows the Head of Paid Service "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".

This has been delegated to Heads of Services in certain situations (DD 28 11/12), which this falls within.

That the delegated function of the Chief Executive to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts in any single case be assigned to Heads of Service, subject to such decisions:

- relating solely to staff within the Head of Service's responsibility;
- being within the existing budget for the service;
- Not resulting in the creation or deletion of posts, or potential redundancy situations;
- Only affecting officers graded at PO4 and below, and
- Only being taken after consultation with the Council's Human Resources service.

**Decision and Date**

*Julie Robinson 13/4/17*

## **Background**

Following the post holder resigning from the post, the job description and person specification for this role were reviewed and rewritten to better reflect the roles and responsibilities of this post. In addition, no person specification appeared to exist for this post. As part of the review the title of the post was also revisited. The revised job description and person specification have been through the relevant job evaluation process and overall there were no fundamental changes to the purpose of the role, however, it was felt that the title of Anti-Social Behaviour Co-ordinator better reflected the overall purpose of the post.

## **Staffing Implications**

There are no staffing implications. The existing post is currently vacant.

## **Summary of Advice provided by HR**

### HR Adviser:

Gayle Baker, Charnwood HR Manager (Strategy)

### Summary of Comments from HR:

Good practice suggests that posts should be reviewed when a post holder moves on. The changes have followed the correct procedure through JE and the new title better reflects the responsibilities of the post. We would therefore support these changes.

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

Y

## **Financial Implications**

There are no financial implications of this decision.

## **Risk Management**

There are no risks associated with this decision.

**Key Decision**                      No

**Background Papers:**        None