

Decision under Delegated Powers

Operative Post References

Officer Making the Decision

Peter Oliver (Head of Landlord Services)

Recommendation:

To approve the:

Amendments to the establishment in Trent as set out in the table at Appendix 1.

Reason:

To amend the establishment in Trent to match the current position.

Authority for Decision:

Under section 8 of the council's constitution, the head of service 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:

Approved.



10/01/2020

Background:

Some post references in Trent do not match the job that the employee is currently undertaking. The position needs to be regularised.

Comments from HR

If these staff have been undertaking the duties of bricklayer, painter and decorator and electrician and are on the correct grade for these jobs, then we need to inform the staff of the error and provide them with a copy of the relevant job profile.

The posts then need to be amended on itrent. This DD is required to change the establishment.

HR Advisor: Gayle Baker, HR Manager (Strategy)

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

Yes

Financial Implications

There are none.

Risk Management

No specific risks have been identified with this report.

Key Decision: No

Background Papers:

There are none.

Appendix 1

Cost Centre	Post Reference	Post	Review	Conclusion / Action Needed
H001	M260	Chargehand M260	The file states that this officer is a Bricklayer and repairs team leaders confirm this - there is a JD on the file - W119 Bricklayer - The trent record is therefore incorrect. The file suggests the error has arisen due to using hours in trent previously occupied by a former chargehand.	Likely an administrative error - Amend Post reference in Trent to W119 Bricklayer.
H003	M263	Chargehand M263	There is a letter on the file that states that this person is a painter / decorator multi-tasked. The operative used to be a chargehand but stopped years ago. Repairs team leaders confirm that the operative is a painter / decorator. The record on trent is therefore incorrect.	Likely an administrative error - Change Post Reference in Trent to W125 - Painter.
H001	M251	Electrician M251	The file states that this person is an Electrician Multi-Tasked, the same as another postholder who occupies W158. It is therefore highly likely that the existing post reference on Trent is incorrect and should be W158. Repairs Team Leaders have confirmed that he is doing this job.	This is likely to be an administrative error that needs correcting - Change Post Reference in Trent / Establishment to reflect that the postholder is in post W158.

H001	M254	Electrician M254	There is a letter on the HR file dated 2014 confirming that this officer is an Electrician Multi-Tasked job reference W158. There is an existing JD for Electrician W158. Having discussed the case with repairs team leaders it appears as though this employee may have been placed on space allocated in trent for a former chargehand who left the organisation, rather than being placed in hours for an electrician therefore the post Reference on Trent is incorrect.	This is likely to be an administrative error that needs correcting - Change Post Reference in Trent / Establishment to reflect that the postholder is in post W158.
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