

**IMPORTANT - Now includes correction slip signed 07.10.2021. See last page of document.**

## Decision under Delegated Powers

Officer Requesting Decision

Development Management Group Leader

Officer Making the Decision

Head of Planning and Regeneration

Recommendation

1. To decrease the hours of post P111 Principal Planning Officer by 2 hours from 62 hours to 60 hours.
2. To decrease the hours of post P122 Principal Planning Officer by 7 hours from 37 to 30 hours.
3. To use the savings from 1 & 2 above to enable the increase in hours of Post M362 – Planning Assistant (scale D) by 14.5 hours from 22.5 hours to 37 hours.

Reason

To respond to service pressures within the Development Management Team by redistributing resources across the service to best meet priorities and to support the development of junior officers in the Service.

Authority for Decision

1) 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, is delegated to the Head of Paid Service (Item 6 on page 8-4 of the Constitution). This has been further delegated to Heads of Services in certain situations (DD28 11/12), which this decision falls within.

Decision and Date



27 February 2020

Background

Post M362 Planning Assistant (Scale D) has been vacant since the promotion of the previous post holder in February 2020. The previous post holder was part of a job share and as such the current vacant post is only 22.5 hours per week. The nature of the work undertaken by Officers within Post M362 has increased significantly due to an increase in the number of household applications being submitted and the introduction of Large Extension Prior Notifications. This is

causing a service pressure within the Development Management Team. In addition, the post is aimed at supporting the progression of junior officers within the profession and Service and comes with an opportunity to obtain masters level professional qualifications which is likely to be more desirable to potential candidates looking for a full time position. Accordingly, it now considered a full time post is required. An increase in 14.5 hours is required taking the post from 22.5 to 37 hours in total.

#### Comments from HR

HR Adviser: Anna Cairns (13/2/20)

There are no HR implications regarding this. The normal recruitment process should be followed.

#### Financial Implications

There are no financial implications as the hours have been budgeted for within the Planning and Regeneration Service;

Post No.	Summary of Changes	Cost Centre	Ongoing Full-Year Effect at Top of Scale £
P111	Decrease hours of post P111 from 62 to 60 hours	P499	(2,800)
P122	Decrease hours of post P111 from 37 to 30 hours	P499	(9,600)
M362	Increase hours of post M362 by 14.5 hours from 22.5 to 37 hours	P499	12,400
		Total	0

#### Risk Management

There are no significant risks arising from this decision.

#### Key Decision

No

#### Background Papers

**DD 029 2020**

**Correction Slip – Corrections shown in Red**

**Decision and Date (for Corrections)**

### **Recommendations**

1. To decrease the hours of post P111 Principle Planning Officer by 2 hours from 62 to 60 hours.
2. To decrease the hours of post P122 Principal Planning Officer by 7 hours from 74 to 67 hours.
3. To use the savings from 1 & 2 above to enable the increase in hours of Post M362 – Planning Assistant (scale D) by 14.5 hours from 74 hours to 88.5 hours.

### **Reasons**

N/A

### **Background**

**22.5 hours** from Post M362 Planning Assistant (Scale D) has been vacant since the promotion of the previous post holder in February 2020. The previous post holder was part of a job share and as such the current vacant post is only 22.5 hours per week. The nature of the work undertaken by Officers within Post M362 has increased significantly due to an increase in the number of household applications being submitted and the introduction of Large Extension Prior Notifications. This is causing a service pressure within the Development Management Team. In addition, the post is aimed at supporting the progression of junior officers within the profession and Service and comes with an opportunity to obtain masters level professional qualifications which is likely to be more desirable to potential candidates looking for a full time position. Accordingly, it now considered a full time post is required. An increase in 14.5 hours is required taking the vacant post from 22.5 to 37 hours in total (**total M362 posts from 74hours to 88.5 hours**).

### **Financial Implications**

N/A

### **HR Comments**

HR Adviser: Anna Cairns (20/3/20)

This is a management decision regarding the hours for posts.

A handwritten signature in black ink, appearing to read 'R. Bennett'. The signature is written in a cursive style with a long horizontal flourish extending to the right.

07<sup>th</sup> October 2021