

Decision under Delegated Powers

DD029 15/16

Officer Requesting Decision

Improvement and Organisational Development Manager

Officer Making the Decision

Chief Executive

Recommendations

1. To delete the fixed term post (M282) Accommodation Strategy Programme Manager (PO4), 37 hours per week.
2. To create a new 12 month fixed term post Project Manager – Corporate Programmes graded PO2 (scp 39) for 37 hours per week, reporting to the Improvement & Organisational Development Manager post M203.
3. To change the reporting line of the Document Management Delivery Officer (post M283) from the Head of Strategic Support (post M197) to the Improvement & Organisational Development Manager post M203.

Reasons

1. It is proposed that the responsibility for the corporate programmes be moved to the Improvement and Organisational Development team and therefore line management responsibility will fall to the Improvement and Organisational Development Manager.
2. Following recent changes to the Our Space and Customer Services Programmes, there is a need to review the Project Support to the Corporate Programmes to ensure delivery.

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

APPROVED



26 JUNE 2015

Background

In March 2013 Cabinet agreed the Customer Service Programme ('CSP'). The aim of this programme was *'to deliver the key elements of the Customer Service Strategy, ensuring a coordinated approach to delivery.'*

Six projects were developed within the programme and these related to Culture, Redesigning the Customer Service Area, Planning and Regeneration, Redesigning the Website, Corporate Booking System, One Click.

In November 2014 the Programme Board agreed a second phase of the CSP. It was agreed that the scope of this phase would cover:

- Culture
- Customer Service Excellence
- Development Management Call Migration
- Website Content Improvement
- Customer Service Standards and Satisfaction
- Lagan Upgrade
- Customer Complaints.

In November 2014 Cabinet also agreed funding for a Document Management Delivery Officer and a Programme Manager for the Our Space Programme.

The Document Management Delivery Officer was recruited on an 18 month fixed term contract in October 2014. The Programme Officer was recruited on an agency basis through Commensura at the same time on a temporary basis.

More recently the Corporate Programmes have be refreshed and realigned. Therefore there has been a need to review the resources allocated to the programmes and associated projects. This was agreed by Cabinet on the 11th June.

It has been concluded that there is no longer a need for a Programme Manager but there is a need for a additional resource in the form of a Project Manager to support the Corporate Programmes. This post has been job evaluated to a PO2.

In line with the governance of the two Corproate Programmes it is deemed appropriate that the new post of Project Manager and the Document Management Delivery Officer report to the Improvement and Organisational Development Manager.

Comments from HR

HR Advisor: Anna Cairns (11/6/15)

Summary of Comments from HR: This post has been through the JE process and recruitment should follow the normal recruitment process.

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

Financial Implications

		From (Max) £	To (Max) £
Accommodation Strategy Programme Manager post M282 (PO4) 37 hours per week	Delete Post	£56,400	£0
Project Manager – Corporate Programmes - (PO2, Scp 39) 37 hours per week	Create new 12 month fixed term post	£0	£45,100
		£56,400	£45,100
Saving			£11,300

The saving of £11,300 to be transferred back to the Reinvestment Reserve.

Risk Management

No specific risks have been identified with this report

Key Decision: No

Background Papers: None