

Decision under Delegated Powers

Officer Making the Decision

Head of Customer Experience

Recommendation

1. As per the outcome of the Job Evaluation Panel on 15th May 2018 amend the grade of post number M113 Revenues and Benefits Contract Officer, from grade 5 to grade S01, 37 hours backdated to 15th May 2018.
2. Delete 3.5 hours, vacant hours Post M113, scp 25, the saving is £2,800.
3. Delete 7.5 hours, vacant hours V007 Post F121, Customer Advisor scale 3, leaving a balance of 111.5 hours, the saving is £4,600.

Reason

1 to 3. To meet the requirements of the job evaluation regrading and to fund the changes

Authority for Decision

Section 8.2 of the Councils Constitution contains authority the Chief Executive 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 further sub-delegated by the Chief Executive to Heads of Service in certain circumstances (DD ref 28 11/12), which these proposals fall within.

Decision and Date

 28/6/18

Background

Since the change in personnel in this role there has been a number of changes in the role that were not covered within the previous job description. The job description was therefore update to reflect the hnages to the role and the job was the evaluated in accordance with Council policy. The regrade took place on the 15th May 2018, the outcome was the post was regraded from a scale 5 to a S01 post.

Financial Implications

To regrade Post M113, Revenues and Benefits Contract Officer from 37 hours @ Scale 5, £32,500 to 37 hours @ Scale S01, £39,500 a difference of £7,400.

The funding will be covered by the following changes:

1. Deletion of 3.5 hours, vacant hours Post M113, scp 25, the saving is £2,800.
2. Deletion of 7.5 hours, V007 Post F121, vacant hours, scale 3, the saving is £4,600.

Comments from HR

HR Adviser: Anna Cairns (28/6/18)

The updated JD/PS was evaluated by an independent panel and scored/graded accordingly.

A variation eform will need to be completed.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
None			

Key Decision: No

Background Papers: None