

Decision under Delegated Powers

Officer Requesting Decision

Group Leader Development Management

Officer Making the Decision

Head of Planning and Regeneration

Recommendation

1. To decrease the hours of Post M363 Local Plans Team Leader by 7 hours from 37 hours to 30 hours.
2. To increase the hours of Post P214 Principal Planning Officer by 7.5 hours from 22.5 hours to 37.5 hours
3. To decrease the hours of Post P111 Principal Planning Officer by 0.5 hours from 34.5 hours to 34 hours

Reason

- 1-3 To maintain performance and to ensure continuity of service in the Local Plans Team and Strategic Development Team.

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.
- 2) The changes are within budget and within the bounds of the establishment agreed from 2018/19. Accordingly, the Head of Planning and Regeneration has delegated authority to make temporary appointments to be held against existing permanent posts or within the overall budget following consultation with the Council's Human Resources team (item 2(vii) on page 8-3 of the Constitution).

Decision and Date



4 July 2018

Background

The service was subject to a comprehensive review at the end of 2017/18 and a report setting out a revised structure was approved by Cabinet on 12 April 2018 (minute 122 18/19 refers).

The implementation of that structure has seen the movement of staff internally within the service following open recruitment processes. As a consequence of these moves and their employment status, the hours of certain posts now need to be changed to ensure that posts remain fully funded.

The posts concerned are:

-) M363 - Local Plans Team Leader (local Plans Team) 37 hours at Grade PO3
-) P214 - Principal Planning Officer (local Plans Team) 22.5 hours at Grade PO2
-) P111 - Principal Planning Officer (Strategic Development Team) 34.5 hours at Grade PO2

The post holder of Post P214 has been successful at interview and appointed to Post M363 on 30 hours a week. 7 hours a week are therefore vacant in post M363. This reduction in capacity has been acknowledged by management and a consequential increase in hours from 22.5 to 30 hours for post P214 has been agreed to ensure that the objectives of the service review are maintained. This change in hours can be met by a reduction of 7 hours (from 37 to 30 hours) in Post M363

The current post holder of Post P111 has been successful at interview and appointed to Post P214 on 30 hours a week. This has left a vacancy in Post P111, which together with 4.5 existing vacant hours, amounts to 34.5 hours.

The changes to the establishment can be summarised as:

-) M363 – reduction of 7 hours from 37 to 30 hours
-) P214 – an increase of 7.5 hours from 22.5 to 30 hours
-) P111 – a reduction of 0.5 hours from 34.5 hours to 34 hours

Comments from HR

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

Please ensure Variation eforms are completed for the affected employees.

Financial Implications

Posts M363 and P214 sit within the local plans cost centre P330. The decrease in 37 hours to 30 hours in post M363 will save £9,600 a year. The cost of increasing hours in post P114 from 22.5 to 30 hours will be £10,000 a

year. The balance to change of £600 can be met from cost centre P499 A0101 with a reduction in 0.5 hours from Post P111 from 34.5 to 34 hours.

Risk Management

There are no significant risks arising from this decision.

Key Decision

No

Background Papers