

Decision under Delegated Powers

Officer Making the Decision

Head of Planning and Regeneration

Recommendation

That post M362 Planning Assistant and M365 Planning Enforcement Assistant be amended to include an essential car user allowance, and the person specifications within the relevant job profiles be amended accordingly.

Reason

To ensure the posts have the appropriate allowance and are consistent with Post P112 Planning/Senior Planning Officer and post P114 Planning/Senior Planning Enforcement Officer, which are considered to undertake similar duties and are therefore comparable posts

Authority for Decision

Heads of Service have delegated authority within the Constitution, following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies:

(v) to approve essential and casual car allowances for individual posts where it is agreed that the post warrants such an allowance.

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).

Following the implementation of the structure it has come to light that two posts should have been identified as essential car users and were missed off the cabinet report. The oversight concerns Post M362 Planning Assistant and M365 Planning Enforcement Assistant and affects three members of staff employed under these posts.

These new posts are responsible for a full case load of minor planning applications and are expected to have a car available for work to carry out their full range of duties day to day. They are comparable with posts P112 Planning/Senior Planning

Officer and post P114 Planning/Senior Planning Enforcement Officer in this respect – posts which currently benefit from the allowance.

As a consequence changes need to be made to posts M362 and M365 to ensure that the post holders concerned are eligible for the allowance from the implementation date of the new structure 30 April 2018.

Comments from HR

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

This is a management decision regarding the approval of this allowance and the duties of the post meet the needs to pay the allowance.

Financial Implications

The cost of the essential user allowance is £963 per annum with a mileage rate of 40.9p. The additional cost for three officers is therefore £2,889 per year based on current rates and can be met within existing budget provision in P499 C0501 on an ongoing basis.

Risk Management

There are no significant risks arising from this decision.

Key Decision

No

Background Papers

none