

Decision under Delegated Powers

Officer Requesting Decision (if necessary)

Head of Transformation, Strategy and Performance

Officer Making the Decision

Chief Executive

Recommendations

1. That from 4th September 2023, the Performance Improvement Assistant, M459, in A200 be made a permanent post. This is to reflect the increased workload and maintain the level of resource required.
2. That the post title be changed to Performance Improvement Officer (no other changes to the Job Profile have been identified). This will require M459 to be ended and a new post number allocated.
3. That the post is funded through the deletion of the following posts; A007 Chief Executive Support Officer and M172 Improvement Support Officer.
4. That the salary for the post is scale point 12 (Scale C)

Reasons

1. To ensure a high level of professional service to the organisation.
2. To ensure that the job title reflects the post.
3. To cover the funding gap and ensure that the correct posts are maintained going forward.
4. To reflect the nature of the work.

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



Robert Mitchell (he, him, his)
Chief Executive

15th August 2023

Background

In October 2020 a Performance and Improvement Apprentices was recruited to assist the Improvement and Organisational Development Team – specifically with performance issues but also with ED&I and general office work.

The officer completed an 18-month apprenticeship programme with Loughborough College.

As the team required ongoing support, and in line with the recommendations from the Government's Apprenticeship Scheme, the postholder has worked in a 12 month fixed term post since October 2022. At this point the officer was required to submit an expression of interest and undertook an interview process.

The post has been reviewed and, in light of the extended and ongoing workload, it is recommended that the post become permanent on the establishment from October 2023.

It is also recommended that the title be changed to Performance and Improvement Officer.

There is provision within the Appointments and Promotions Policy – The Appointment of Temporary Staff, that when a fixed term vacancy becomes available on a permanent basis, without a change in grade or duties, the fixed term post holder can be appointed to that post on a permanent basis subject to the following.

- The temporary post must have originally been advertised internally and externally.
- There must be no substantial differences between the person specifications for the temporary and permanent posts.
- The employee must have successfully completed six months service in the post and if applicable, have successfully completed their probationary period.
- There are no suitably experienced and/or qualified redeployees or employees at risk of redundancy. For further information please contact Human Resources.

The post addresses all of these points.

Comments from HR

HR Advisor: Anna Cairns (17/7/23)

Summary of Comments from HR:

This is in line with the Fixed Term policy to make an employee Permanent.

A Variation eform will need to be completed.

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

Financial Implications

The post is a Grade C post and the cost for a full year is £36.6k

The cost will be taken from the following:

- The deletion of post A007 Chief Executive Support Officer - £27.2k
- The deletion of post M172 Improvement Support Officer - £9.4k

This includes all estimated inflationary increases for 2023-24 and on-costs.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Risk that the current officer does not want this role	1	2	Very Low (1 - 2)	This is low risk as the current officer has expressed a keenness to remain with the Council

Key Decision: No

Background Papers: None