

Decision under Delegated Powers**Officer Requesting Decision**

Ian Browne, Strategic Asset Manager

Officer Making the Decision

Chief Executive

Recommendation

That the post Reference M055 Senior Building Surveyor Salary Scale PO2 is deleted from the establishment and replaced with a new Post Reference (TBA pending this decision) Building Surveyor Salary Scale SO2

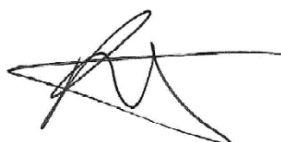
Reason

The transformation of the service to a more focussed corporate landlord model has identified that a number of responsibilities that were intended to be those of the Senior Building Surveyor are no longer required. Also the retirement of the H353 Property Manager post has necessitated a wider review of the requirements of the service. This will be addressed in a further exercise.

The result of these recent events identifies the M055 post as being no longer required and this post will fulfil the new skillset going forward.

Authority for Decision

Section 8.2 of the Constitution gives delegated authority to the Chief Executive, as head of paid service, to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications.

Decision and DateA handwritten signature in black ink, appearing to be a stylized 'A' or similar character, with a horizontal line extending to the right.

Approved 25th October 2021

Background

The existing M055 postholder is retiring and as a result, in consideration of a number of future reviews relating to the likely structure of the service overall it has been identified that a number of responsibilities within the existing role are now being carried out/will be carried out by others.

This adjustment has been carried out using the council Job Evaluation policy and identified that the role was significantly changed to also warrant a new Job Title and Grade significantly lower than the current postholder.

A new post will therefore be created within the establishment to reflect these organisational changes.

Recruitment to the new position was approved at directorate level on 06 October 2021. A copy of the recruitment request is attached below at

Financial Implications

The difference will be a saving of £11,100 based on the deletion of Post M055 (Senior Building Surveyor at grade PO 2 SCP 36) from the establishment and the creation of a new post for a Building Surveyor at grade SO 2 SCP 28:-

Post M055 £56,900

New Post £45,800

L. Tansey Head of Finance 15 Oct 2021

Savings may be required to be utilised in a further and wider service restructure of the Commercial Development Directorate or returned as a cost saving if not required.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Post not filled and service loses the only surveyor in the department.	2	4	Transfer the Right to Buy service to the HRA, Recruit agency staff to provide property management support and project delivery at market rate cost.

The Head of Human Resources Comments that.

Post has been through job evaluation, post to be advertised through the normal recruitment process and relevant forms to be completed.

Carolyn Knapp, Assistant HR Advisor 14/10/2021

Key Decision: No

Recruitment Approval Request Form

Please complete the appropriate section of the form to obtain approval for the following:

- Section 1 to appoint to a permanent, fixed-term or secondment vacancy.
- Section 2 for a variation to contract for an existing permanent or fixed-term employee.
- Section 3 to engage a casual worker.
- Section 4 is mandatory and must be completed for all requests.

Section 1: Request to recruit to a vacant post (new or established)		
POST NUMBER (if established post):	(TBA) new post.	
TEAM:	Corporate Property Services	
AREA:	Commercial Development	
POST TITLE:	Building Surveyor	
GRADE:	SO2	
HOURS: FTE:	Full Time (37)	
PROPOSED REASON FOR RECRUITMENT:	<p>Recruitment to a new post in the authority following retirement of the senior surveyor and as part of a service review.</p> <p>Actions required: -</p> <p>1) Delete current post number M055, Senior Building Surveyor, Salary Grade PO2 equating to £39,880 at top of scale.</p> <p>2) Recruit to new post number (T.B.A) Building Surveyor Salary Grade SO2 equating to £32,234 at top of scale.</p> <p>Salary saving of £7,646 (Using salary scales as of 2020 which are believed to be correct at the time of this request)</p>	
Section 2: Request for a variation to an existing contract of employment		
INCREASE IN HOURS: (Existing Postholder)	From:	To:
DECREASE IN HOURS: (Existing Postholder)	From:	To:
EXTENSION (for temporary contracts)	From:	To:
BUSINESS CASE: (reason for change):	(Continue onto second sheet if necessary)	

Section 3: Request to engage a casual worker	
TEAM:	
AREA:	
POST TITLE:	
GRADE:	
HOURS:	
PROPOSED REASON FOR USE OF CASUAL WORKER:	
Section 4: Authorisation	
BUDGET CODE:	L030 A0101
REQUEST MADE BY: (print name, sign and date)	Ian Browne 16 September 2021 <i>Ian Browne</i>
DECISION CONFIRMED BY HEAD OF SERVICE: (Sign and date)	