

Decision under Delegated Powers

Officer Requesting Decision:

Building Control Manager

Officer Making the Decision:

Head of Planning and Regeneration

Recommendation:

1. To decrease the hours in the Building Control Trainee Post (M411) Grade C-E by 9.5 hours from 37 hours to 27.5 hours
2. To increase the hours of the Building Control Technician Post (P322) Grade D by 9.5 hours from 94 hours to 103.5 hours
3. The change will take affect starting on the 20 September 2021

Reason:

- 1-3 The additional hours are required to maintain a workable level of administrative cover to manage the workload of providing the Building Control service for North West Leicestershire.

Authority for Decision:

The Constitution gives the Chief Executive, as head of paid service, delegated authority 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. This has been sub-delegated to Heads of Service in certain circumstances, which this falls within.

Decision and Date:



22 November 2021

Background:

Following Cabinet decision in November 2020, on the 4th of January 2021 CBC took overall control of North West Leicestershire Building Control Service and its remaining staff.

The North West Leicestershire Building Control service was transferred with one 0.5 FTE employee whose substantive role was to provide administration for the North West Leicestershire Service: a role that had previously been carried out by a 1 FTE

equivalent post and that was additionally supported by the Building Control Manager at North West Leicestershire. On transfer, the transferee complemented the one existing full time admin person at Charnwood Borough Council and a 1 FTE vacancy under post P322.

On 18 January 2021, the Head of Paid Service approved a new structure for the Joint Building Control Service (DD010 2020/21 refers). This mapped out the resources required to deliver the Joint service based on assumptions made about business needs at the time. That structure identified 94 hours for the admin function and supported 2.55 FTE including the transferee from North West Leicestershire. The transferee was contracted to work part time for 18.5 hours a week.

On 6 March 2021, the transferee agreed to provide an additional 6 hours above the 18.5 hours to meet additional demands for work arising from North West Leicestershire and to cover the vacancy. This arrangement was on a temporary basis until all the vacant hours in post P322 were filled (DD027 20/21 refers). However, since that decision, the remaining full time admin post holder sharing the post left the authority creating service pressures.

Following two recruitment process the vacant 74 hours in post P322 were subsequently filled on 20 September 2021. Under the decision made in DD027, the transferee should have returned to her substantive hours on this date; however, this did not happen due to the ongoing service pressures. In fact, there remains a demand to service work arising from North West Leicestershire beyond the 94 hours available in post P322 and this is expected to continue into the foreseeable future. The transferee has confirmed she is willing to take on board additional hours on a permanent basis. There therefore needs to be an adjustment of hours within the establishment, from the date that the 74 hours was fully occupied (20 September 2021), to regularise the situation and to identify budget to increase the hours of the post to provide the additional 9.5 hours now required for the post.

The funding for the additional hours can be found from the existing budget, this coming from a reduction in hours from the current vacant Trainee Building Control Post (Post M11 Grade C-E). The Trainee post underspend is £28,700. The cost of the additional 9.5 hrs for the P322 from the Trainee Post would be £9,600 leaving £19,100. This change would mean that when the Service is ready to take on a Trainee it would be on a part time basis as a 0.6FTE.

Comments from HR:

Sally Dobrowolska – Senior Human Resources Advisor

The proposals outlined in this DD are supported by HR. Once the DD is authorised, the variation to contract e-form should be completed to enable HR to confirm the changes.

Financial Implications:

There are no financial implications arising from the report.

Risk Management:

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
The additional hours failure to deliver the improved operational and statutory functions of the Service, possible reputational damage	Unlikely (2)	Significant (2)	Low (4)	Monitor and review the change, extend the operational hours of the Building Control admin function.

The overall risk rating Low

Key Decision: No

Background Papers: Cabinet report November 2020
DD010 20/21 BC Team restructure
DD027 20/21 temporary increase in hours for Building Control Technician

Risk Management:

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
The additional hours failure to deliver the improved operational and statutory functions of the Service, possible reputational damage	Unlikely (2)	Significant (2)	Low (4)	Review and extend the operational hours of the Building Control admin function.