

Decision under Delegated Powers

Officer Requesting Decision

Head of Planning and Regeneration

Officer Making the Decision

Chief Executive

Recommendation

1. Delete Landscape Officer post (P222), scale SO1, 22.5 hours per week
2. Delete Conservation and Design Assistant post (P255), scale 6, 37 hours per week
3. Delete Landscape Architect post (P229 - vacant), scale SO2, 37 hours per week
4. Create a new post Senior Landscape Officer, scale SO2, 37 hours per week
5. Create a new post Senior Conservation Officer, scale SO2, 37 hours per week
6. Re-title Senior Ecologist post (P500 - vacant) to Senior Ecologist Officer

Reason

- 1-6. To reflect the outcome of a review of the Natural and Built Environment Team Job Descriptions (and their subsequent Job Evaluation) in light of the statutory and non-statutory duties for the Team in the context of the wider Planning and Regeneration Service, and in line with the recommendations of the Job Evaluation panel.

Authority for the Decision

Under Section 8 of the Council's 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

APPROVED

 22.03.16.

Background

The Planning and Regeneration Service was restructured in 2013 to create a set of expert teams to respond to the needs of the Service. That review created the Natural and Built Environment Team as a group of posts with

individual environment experts (landscape, conservation and design, ecology and trees) who could support growth. Those experts are responsible for:

- evidence commission, collection and preparation as required to support growth;
- the provision of technical advice internally to colleagues and externally through negotiation and with partnerships for both plan making, development management and project implementation;
- recommendations on applications related to their expert areas; and
- appearing on behalf of Council at appeals to defend matters within their expert areas.

Historically, the posts had been graded at different levels to reflect different roles and reporting arrangements. Following the creation of the Natural and Built Environment Team and the implementation of a Service-wide development team approach to growth it has become apparent that a consistent approach to service delivery and level of responsibility is expected for each of the individual posts, under the guidance of the Team Leader.

The Job description and Person Specification have been reviewed to reflect this position. They have been subject to Job evaluation and appraised at a grade of SO2.

The opportunity was taken to consider the options available for delivering environment advice to the Service as part of the review of the Job Descriptions against the duties of the Team [it should be noted that two of the posts are vacant]. The outcome of that assessment resulted in additional duties for the P222 Landscape Officer and recognition that it should be a full time equivalent resource and the deletion of P229 Landscape Architect Post. The review also found that the provision of specialist expert advice, such as archaeological support, could not satisfactorily be provided in-house and the net saving arising from the change in the Landscape resource could be utilised to enable the procurement of advice from the market place as growth matters require.

The changes constitute Minor Changes under the Organisational Change Procedure. In accordance with the spirit of the policy the team were consulted formally between 18th December 2015 and the 6th January 2016. No objections or substantive comments were received from the post holders.

The changes are proposed for implementation on the 1st April 2016 at which point the vacant post [Senior Ecological Officer] would be recruited to.

The postholder for P222 (Landscape Officer) is seconded part time to post P229 (Landscape Architect) and will be slotted in to the new Senior Landscape Officer post.

The postholder for P255 (Conservation and Design Assistant) will be slotted into the new Senior Conservation Officer post.

Comments from HR

Anna Cairns (9/2/16)

These changes have been implemented through an Organisational Change process which has included a formal Job Evaluation panel to re-evaluate the new Job Descriptions /Person Specifications.

Variation e-forms will need to be completed to amend the Contracts of Employees for any employees affected by these changes.

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

Financial Implications

Post No	Post Title	2016/17			Comments
		Draft Budget	Restructure	Change	
		£	£	£	
P222	Landscape Officer (SO1)	22,300	40,900	18,600	Re-graded to SO2 and hours increased from 22.5 to 37 per week
P255	Conservation and Design Assistant (Sc 6)	33,700	40,900	7,200	Re-graded to SO2
P229	Landscape Architect (SO2)	38,600	0	-38,600	Delete post
		94,600	81,800	-12,800	Net on-going saving

The net on-going saving of £12,800 is to be vired, on an on-going basis, to P299 D0501.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Regraded post fails to attract any suitable candidates.	Possible	Minor	Advertise post nationally and online using professional media
Acceptance of levels of responsibility not welcomed by post	Possible	Minor	Consultation and communication with post holders, service

holders or users of the service			management and core users of the Natural and Built Environment Team.
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Key Decision No
Background Papers

Environment Team Consultation December 2015
P222 Senior Landscape Officer – Job Description and Person Specification
P255 Senior Conservation Officer – Job Description and Person Specification
P500 Senior Ecological Officer - Job Description and Person Specification

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