

**Decision under Delegated Powers****Officer Requesting Decision**

ICT Service Delivery Manager

**Officer Making the Decision**

Chief Executive

**Recommendations**

- a) To delete the post M236, Scale 6 – Service Delivery Officer
- b) To approve the amended Job Description and Person Specification for post F838 – Service Desk Analyst, Scale 5 and to increase post hours by 37 hours in order to replace the post of M236 – Service Delivery Officer

**Reason**

As part of the Service Desk team, to ensure the ICS Service Delivery duties such as monitoring, recording ICT assets and any customer requests (e.g. IT procurement, setting up new users, disabling accounts, etc) are equally shared between the 2 x Service Delivery Analysts posts.

**Authority for Decision**

Section 8 of the Council's Constitution contains authority for the Chief Executive 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



15 AUGUST 2014

## **Comments from HR**

HR Advisor: *Katie Summers (11 August 2014)*

Summary of Comments from HR: Katie has discussed changes to be made with Aymen, no staff implications due to deleting post M236, Scale 6 – Service Delivery Officer as the current employee is retiring.

The Job Description for Post F838 – Service Desk Analyst, Scale 5 has been looked at and approved. No grade changes needed.

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

## **Comments from Finance**

Finance Officer: Leslie Tansey

Summary of Comments from Finance: See finance Implications below

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

## **Financial Implications**

The saving between scale 6 scp 28 and scale 5 scp 25 is £3,000, this will be added to the V001 Salary Budget.

## **Risk Management**

No specific risks have been identified with this report.

Key Decision: No

Background Paper: None