

Decision under Delegated Powers

Officer Requesting Decision

Building Control Manager

Officer Making the Decision

Head of Planning and Growth

Recommendation

1. That the hours of Post M411 Building Control Trainee (Grade C-E) are increased by 9.5 hours from from 27.5 hours to 37 hours on an ongoing basis from 1 October 2024

Reason

1. To create a full time post.

Authority for Decision

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, is delegated to the Head of Paid Service (Item 6 on page 8-4 of the Constitution). This has been further delegated to Heads of Services in certain situations (0028 11/12), which this decision falls within.

Decision and Date



12 September 2024

Background

Post M411 was amended in November 2021 to free up hours to manage the capacity of the admin team in the Building Control Service to manage business needs following the retirement of staff (DD204 2021). At that time the priority was to maintain the core business and the notion of starting a trainee in the service was put on hold pending business conditions being right and the implementation of the changes to the building control system introduced by the Building Safety Regulator (BSR).

In October 2023, a request was submitted through the budget process for a service pressure to fund the increase in hours for post M411. This was supported by Cabinet and approved by Council in February 2024 (minute 122.1 2023/24 refers).

Now the new regime for Building Control is being rolled out by the BSR it is considered the right time to establish the full time trainee post and to commence recruitment.

Comments from HR

HR Adviser: S Choudhury (05/09/24)

Once the additional hours are added to the post, management should follow the recruitment and selection guide for managers when recruiting to this post.

Financial Implications

The additional 9.5 hours was approved by Council on 24 February 2024 as part of the 2024/25 budget round as an ongoing pressure.

The cost of the additional 9.5 hours from 1 October 2024 to 31 March 2025 is expected to be £4,400 with on costs. The full year cost in 2025/26 would be £9,100.

The decision will require a budget transfer from C200 A0101 on an ongoing basis (part year for 2024/25) to P599 A0101.

Risk Management

No specific risks have been identified with this report.

Key Decision

No

Background papers

DD204 2021 – BC Technician extended fixed hours 20 November 2021