

Decision under Delegated Powers

Officer Requesting Decision

Sean Denton – Buildings & Technical Compliance Manager

Officer Making the Decision

Justin Henry – Director of Commercial and Economic Development

Recommendations

- 1) The current role of H305 Premises Officer be re-graded following a Job Evaluation exercise from Grade D to be Grade E. This is to be effective from 1st December 2024. The current postholder, Ian Cave will move to Grade E (scp18) with effect from 1st December 2024. Normal increments on 1st April each year will then apply.
- 2) The second vacant post of Premises Officer on iTrent with zero hours allocated be deleted.
- 3) A new position be created of Assistant Premises Officer at Grade C which reports into the Premises Officer.

Reason

To ensure the role of Premises Officer is in line with revised building policy and compliance following the review in 2012. This is with an increased line management responsibility to the new Assistant Premises Officer position.

The new Assistant Premises Officer role will provide resilience in identified areas of building compliance, financial and reputational risk.

Authority for Decision

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications. This has been sub-delegated to Directors, and Head of Service in certain circumstances which is the case with this decision. (DD002 2021 refers).

Decision and Date

Approved on 16/12/2024



Justin Henry
Director of Commercial and Economic Development

Background

Since the departure of 1x Premises Officer, leaving 1x Premises Officer in post several vulnerabilities and areas of weakness have been identified, these have been managed however they have also identified a lack of resilience and potential non-compliance, which in turn have increased the level of financial and reputational risk. The role of Assistant Premises Officer provides resilience during times of illness or annual leave and provides day to day support for the Premises Officer, Members, Staff and Leaseholders.

Building management has evolved since the last job evaluation of the Premises Officer role in 2012, there is an increased requirement for a technical approach along with increasing responsibility to provide a safe and compliant environment for all building occupants. This is reflected in the revised and reevaluated Premises Officer job profile.

Comments from HR

HR Adviser: Anna Cairns (5/12/24)

Both posts have been Job Evaluated, the new post should be recruited to via the normal recruitment process. Once the DD has been approved a Variation eform will need to be completed for the Premises Officer (Ian Cave) change of grade.

Financial Implications

Stephen Munford (10/12/2024)

These figures are based on 2024/25 rates.

The Premises Officer post grade has moved from Grade D (scp17) £30,060 pa to Grade E (scp 18) £30,559 pa rising to (scp 22) £32,654 pa. Spinal Column Point increments will be effective from 1st April annually.

Creation of new post, Assistant Premises Officer Grade C (scp 8) £25,992 pa rising to (scp 12) £27,711 pa. Spinal Column Point increments will be effective from 1st April annually.

There will be additional on-costs (Employers National Insurance and Pension) to add on top of the spinal column point salaries of approximately 45% as a cost to the Council

for budgeting purposes.

Risk Management

Implementing the above will mitigate the identified risks.

However, if existing cleaning staff apply for the role of Assistant Premises Officer and are successful, there will be a requirement to evaluate the current cleaning roles and responsibilities and may require a further recruitment exercise to fill the role lost from the cleaning team.

Key Decision: No

Background Papers: None