

## Decision under Delegated Powers

DD number: 263

### Officer Making the Decision

Katie Moore – Head of Strategic Housing

### Recommendation

Changes to the job profile and salary grade (from PO1 to PO2) for the M518 Refugee Resettlement Manager post with effect from 1<sup>st</sup> July 2024.

### Reason

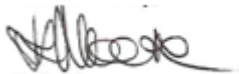
To support the effective delivery of the Refugee Resettlement service.

### 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 further sub-delegated by the Chief Executive to Strategic Directors/Heads of Service in certain circumstances (DD002 021 refers). These proposals fall within the limit of the authority of the relevant Head of Service.

### Decision and Date



Katie Moore  
Head of Strategic Housing  
20<sup>th</sup> December 2024.

### Background

A review of the M518 Refugee Resettlement Manager job profile has been carried out to ensure it reflects current service demands and delivery.

The revised job profile has been re-evaluated by Human Resources at salary grade PO2.

### Comments from HR

HR Advisor: Nicola Ward (20/12/24)

Summary of Comments from HR: This has been through a JE process and the post has been regraded accordingly. Management subsequently advised that the post holder had been carrying out the duties since 01/0724 and therefore a lump sum honorarium was advised.

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

### **Financial Implications**

The difference between the current salary grade PO1 and salary grade PO2 is approximately £4,000 per year (approximately £5,800 per year including on-costs).

A backdated payment for the period 1<sup>st</sup> July 2024 to 31<sup>st</sup> December 2024 will need to be made to the current post-holder:

- 20 per week for the period 1<sup>st</sup> July 2024 to 24<sup>th</sup> November 2024
- 22.5 hours per week for the period 25<sup>th</sup> November to 31<sup>st</sup> December 2024

Full year 37 hours is £4,000/ £5,800 inc. oncost pro-rata as above.

The costs will be fully funded by refugee resettlement and asylum related grants from the Home Office.

[IAA 20.12.2024]

### **Risk Management**

No specific risks have been identified with this report.

### **Equality, Diversity and Inclusion**

None identified.

### **Climate Change and Carbon Impact**

None identified.

### **Crime and Disorder**

None identified.

### **Wards Affected**

No applicable.

### **Publicity Arrangements**

Not applicable.

### **Consultations**

Not applicable.

**Links to the Corporate Strategy**

Effective and Efficient Council	No
Environment and Climate Change	No
Homes and Communities	Yes
Economy and Growth	No

**Key Decision**

No.

**Background Papers**

None.