








**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 22 February 2018	Ref No: 1609
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For Publication	
Title/Subject matter:	
Change of two existing establishment posts from 'Flagger & Road Worker 2' to two 'Road Worker 1' posts.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	
Details of Operational Decision Taken [with reasons]:	
It is recommended that the following changes are made to two existing vacant posts on the establishment of Highway Operations:	
1. Convert existing vacant Road Worker 2 post (Position ID 2431951CR1, NJC Grade 7 £18,070 to £20,138) to a Road Worker 1 post (Grade 5 £16,123 to £16,781).	
2. Convert existing vacant Street Mason post (Position ID 50590000KQ, Craft & Associated Employees £22,833.59) to a Road Worker 1 post (Grade 5 £16,123 to £16,781).	
The above proposals will help to create a team structure within the operational teams and will provide an opportunity for a current apprentice to progress to a full time permanent position.	
The proposals has the potential to achieve a future annual saving to the service of £9,409.59.	

Decision taken by:	Signature:	Date:
Interim Executive Director, Resources & Regulation		27/2/18
Interim Executive Director, Communities & Wellbeing		2/3/2018
Head of Workforce – Communities & Wellbeing		26/2/18
Assistant Director (Operations) Communities & Wellbeing		22/02/18
Members Consulted [see note 1 below]		
Cabinet Member/Chair		06/03/18
Lead Member		6/4/2018
Opposition Spokesperson		16/8/18
Notes		
<p>1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.</p> <p>2. This form must not be used for urgent decisions.</p>		