

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

Date:	09/07/2026	Ref No:	PLACE BGI266
Responsible Officer: Crispian Logue			
Title/Subject matter: Transfer Grade 8 Technical Support Officer position from Building Control to Development Management.			
Budget/Strategy/Policy/Compliance:			
(i) Is the decision within an Approved Budget?	Yes		
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No		
(iii) Does the decision amend existing or raise new policy issues?	No		
Is publication still required? (see guidance)	Yes		
Is there any implications with 3 rd party spend?	No If yes, please contact procurement via CorporateProcurement@bury.gov.uk		
Is there any IT implications i.e. Additional hardware, new software, changes to systems	No If yes, please contact IT via servdesk@bury.gov.uk		

Item for decision:

This proposal seeks approval to transfer one established Grade 8 Technical Support Officer post from Building Control to Development Management within Strategy, Planning and Regulation. The change is required to align the establishment, reporting line and cost code of the post with its operational deployment.

The Technical Support Officer function is integral to Development Management service delivery, and the current misalignment creates unnecessary complexity in management accountability, workforce planning and service oversight. Formal transfer of the post will ensure the structure accurately reflects operational practice, strengthening line management clarity, team cohesion and performance management.

From a workforce planning perspective, the position has arisen through historic resourcing decisions which no longer reflect service demand or approved structures. Retaining the current arrangement would continue to distort the establishment and needs of the service. Transferring the post restores establishment integrity and supports a more controlled and transparent workforce model.

The transfer will include movement to the appropriate Development Management cost code, along with the associated salary budget and vacancy management provision. While cost neutral overall, this realignment will improve the accuracy of budget monitoring, strengthen financial governance and ensure accountability sits with the correct service.

Incorporating vacancy management within the transfer is critical to ensuring that budget responsibility aligns fully with workforce demand. This will enable Development Management to manage its staffing envelope effectively, supporting informed recruitment decisions and reducing the risk of further misalignment between budgets and operational need.

The proposal does not change the grade, role or terms and conditions of the post and does not represent a reduction or increase in establishment. The change will be managed through an administrative transfer and

contractual variation. The affected employee has confirmed they are content with the proposal and has agreed to waive formal consultation. As there are no redundancies or wider impacts, the proposal does not trigger collective consultation requirements under Section 188.

Overall, this represents a necessary and proportionate realignment to ensure the establishment, financial coding and operational delivery are consistent, improving governance, financial transparency and service effectiveness without creating additional cost.

Approval to recruit to newly created vacancies
NB: Chief Officer graded roles require AD HR and AD Finance approval

Yes

Decision made by:	Signature:	Date:
Executive Director:		23/07/26
Advised by HR Business Partner	Mel Cunningham	14/07/2026
Advised by Finance Business Partner		15/07/2026
Chief Officer graded roles: Assistant Director of HR		
Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant		
Member Consulted (only if applicable) [see note 4 below]		

Notes

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

EXPENDITURE APPROVAL TABLE

Approval Limit	Approval By (in consultation with Finance & HR Business Partner)	
Over £500,000	Cabinet.	
Over£250,000 to £500,000	Chief Executive	
Over£100,000 to £250,000	Executive Director	
Over £50,000 to £100,000	Director/Assistant Director	
Over £10,000 to £50,000	Head of Service	
Up to £10,000	Service Lead	

For Chief Officer Graded Roles:

Assistant Director HR Approval
Assistant Director Finance / Chief Accountant Approval