

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

Date: 01/07/26	Ref No: PLACE BGI 270
Responsible Officer: Crispian Logue	
Title/Subject matter: Establishment and Recruitment of a Senior Technical Support Officer in Building Control	
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:

There are currently three members of the Technical Support Team within the Service. The team provide an essential function of helping to run some of the key workstreams within the Service.

It is proposed that a supervisor post is created within this team, to provide the co-ordination and leadership of its functions, and act as the lead officer overseeing the work of the technical support team. This is something that the Service used to have.

The current officers within the team are on a G8 and the supervisor role has been moderated at a G9 level.

It is proposed that an Expression of Interest for the new post will be ringfenced to the current three positions in TSG, and no person will be detrimentally impacted by this proposal.

This will help to free up some of the time of Building Control Inspectors, who are dealing with a significant backlog of work and have capacity issues.

Proposal is to delete one of the current Technical Support Officer's posts.

This post would be replaced by a Senior Technical Support Officer (post ringfenced for existing TSO's to apply).

Financial Implications

The Senior Technical Support Officer post will be met from the Building Control staffing budget.

Existing and Proposed Building Control Service Costs (incl on-costs)		
Post/Grade	Total Existing Salary Costs Top of Scale (£)	Total Proposed Salary Costs Top of Scale (£)

Technical Support Supervisor (G9)	-	44,644
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:		27.07.2026
Advised by HR Business Partner	Mel Cunningham	24/7/26
Advised by Finance Business Partner		23/07/2026
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