

	AGENDA ITEM NO.
---	------------------------

Report Cover Sheet

Name of Meeting:	EMPLOYMENT COMMITTEE
Date of Meeting:	17 TH December 2007
Report Title:	
Summary of report:	Minor establishment Changes within Planning and Engineering
For Further Information Please Contact (report author):	John Archer – Head of Planning & Engineering Ext. 6500 john.archer@warwickdc.gov.uk
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	
Key Decision?	No
Included within the Forward Plan?	No
Is the report Private & Confidential	No
Background Papers:	

Consultation Undertaken

Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	
Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	

Officer Approval

With regard to officer approval all reports must be approved by the report author's relevant director, Finance Services and Legal Services.

Officer Approval	Date	Name
Relevant Director(s)	29/11/07	Craig Anderson
Chief Executive		
CMT		
Section 151 Officer		
Legal	4/12/07	Simon Best
Finance	5/12/07	Marcus Miskinis
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **RECOMMENDATION**

- 1.1 That the Committee approve minor amendments to the structure of the existing Appeals & Enforcement Team in the Development Group of the Planning and Engineering BU as set out in Section 2.6 below.

2. **REASONS FOR THE RECOMMENDATION(S)**

- 2.1 A report on the structure of Development Control and Policy was brought to Employment Committee in September 2006. The Committee agreed changes in the Structure of the Delivery of the Appeals and Enforcement Service through the transfer of an existing Planning Officer post from Appeals & Enforcement to the Eastern Area Planning Application team and the creation of a permanent part-time Enforcement Officer post (funded through Planning Development Grant).
- 2.2 The establishment structure of the team presently remains the same, consisting of the Team Leader (Principal Planning Officer, Appeals & Enforcement), one full-time Enforcement Officer and two part-time Enforcement Officers. In addition the Team retained a Planning Officer dealing primarily with Appeals.
- 2.3 During the course of the year the previous Team Leader left the Authority for employment elsewhere. Following advertisement for a replacement Team Leader little response was received. Investigation indicated that this was because of the unusual nature of the Team in that it combined both Appeals & Enforcement work. It was anticipated that it would be more likely to gain an appropriate candidate were the team to concentrate on Enforcement work alone.
- 2.4 A limited review of the Appeals & Enforcement service was, therefore, undertaken. It was agreed that the Appeals Officer would remain as an independent post but would not remain within the Appeals & Enforcement team and would report directly to the Head of Development Control and deal primarily with Appeals. The remainder of the team would then be a wholly Enforcement Team with an Enforcement Team Leader to be appointed.
- 2.5 The opportunity was taken to review the structure of the team within the Group. It was considered appropriate for one Enforcement Officer post to be designated a Senior Enforcement Officer in order that the post holder could take responsibility for managing day to day enforcement matters and reporting to the Enforcement Manager who would oversee the overall work of the team. Job descriptions were redrafted and submitted to the Job Evaluation Panel. The Enforcement Officer Post job descriptions remained effectively the same (with a minor reporting change inserted) and a new JD was prepared for the Senior Enforcement Officer reflecting his supervisory duties.
- 2.6 The Job Evaluation panel re-banded the two Enforcement Officer Posts on Band E1. The senior Enforcement Officer was banded E2. There were no changes to the Appeals Officer post Graded at Band D or the Team Leader graded at Band C. Funding is available within budgets to put in place the necessary changes and it is, therefore, recommended that the changes to Structure be put in place, i.e.
- Post N02/060 re-designated from Enforcement Officer to Senior Enforcement Officer.

- The Principal Planning Officer (Appeals and Enforcement) Post N02050 be designated Principal Planning Officer (Enforcement)
- The Planning Officer (Appeals and Enforcement) post N02055 be re-designated Planning Officer (Appeals) and report directly to the Group Leader (Development Control)

2.7 The remaining Enforcement Officer posts N02/066 and N02/065 will retain their existing designation.

3. **ALTERNATIVE OPTIONS CONSIDERED**

3.1 The only changes are the transfer of a reporting relationship for one post and the amendment of one of the Enforcement Officer posts to Senior Enforcement Officer. As an alternative, the team could operate without a senior enforcement officer post, though this would not enable such an effective management of the work load to be put in place.

4. **BUDGETARY FRAMEWORK**

4.1 The changes can be undertaken within the existing budget framework

5. **POLICY FRAMEWORK**

5.1 The new arrangements will permit a more effective delivery of the Enforcement Policy approved by the Council

John Archer
Head of Planning & Engineering