

**RIBBLE VALLEY BOROUGH COUNCIL** DECISION  
**REPORT TO POLICY AND FINANCE COMMITTEE**

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Agenda Item No 11

meeting date: 8 SEPTEMBER 2015  
title: REFERENCE FROM COMMITTEES – PERSONNEL COMMITTEE 2/9/15  
submitted by: DIRECTOR OF RESOURCES  
principal author: MICHELLE SMITH

**1 PURPOSE**

- 1.1 To agree additional revenue budget provision in respect of staffing changes with regard to:
- Planning Service Staffing Restructuring
  - Human Resources Section

**2 BACKGROUND**

- 2.1 Personnel Committee on 2 September 2015 considered 2 reports regarding proposed staffing changes to the above service areas.

**3 PLANNING STAFFING RESTRUCTURING**

- 3.1 The Director of Community Services submitted a report to the Planning and Development Committee meeting on 20 August 2015 requesting Members to consider the restructure of the planning service to enable the delivery of a more efficient and effective service. This was partly to take account of the progress made in the forward planning section since the adoption of the Core Strategy and also as a result of the temporary appointments and vacant posts within the department.
- 3.2 In addition to the ongoing workload, there had been a high proportion of major planning applications submitted and an increase in the number of submitted planning appeals, many of which are subject to Public Inquiries or Hearings, which take up a considerable amount of officer time in the development management section and policy section. It was essential that a structure exists to allocate effective day to day management of this service. The proposed restructure would mean many of the posts would remain the same but there would be some changes to the existing duties of some job within the service, which would result in a need for job evaluation. The report included a comparison between the existing structure and the proposed restructure.
- 3.3 It was resolved that Committee approve the restructure with the resultant effect of removing the following posts from the establishment and/or renaming of the replacement posts.

**Posts to be removed**

- Technical Administration Assistant
- Planning Administration Officer
- Administration Officer

## **New posts**

- Senior Planning Administration Officer
- Planning Administration Assistants x 2

3.4 This report was also considered by Personnel Committee on 2 September 2015 who also approved the proposed staffing changes.

3.5 The annual increase in staffing costs as a result of the new planning staffing structure is £6,083. This is following the scoring of the new posts against the Council's job evaluation scheme.

## **4 HUMAN RESOURCES SECTION**

4.1 Personnel committee on 2 September 2015 considered a report concerning capacity within the Human Resources Section.

4.2 Several options were considered with regard to improving the capacity within the section.

4.3 It was agreed to create a two year modern apprentice post with immediate effect and also consider the creation of a HR Assistant post subject to budgetary constraints in 2017/18, which the Apprentice could move into subject to satisfactory performance and achievement of a relevant qualification.

4.4 The full year cost of a modern apprentice post would be £5,987 (if the successful applicant was aged 16-18). Obviously if the post holder was aged above 18 then the cost would be higher. It was suggested the costs over the two year period could be funded from the Human Resource Development earmarked reserve which stood at £27,500 at 1 April 2015.

4.5 The cost of creating a new full time HR Assistant Post (which would be considered as a budgetary growth item in 2017/18) would be £20,689.

## **5 RECOMMENDED THAT COMMITTEE**

5.1 Agree the extra recurring revenue budget cost for the planning services restructure of £6,083 to be funded from general fund balances

5.2 Agree the extra 2 year revenue budget cost for the creation of a modern apprentice post costing £11,974 to be met from the Human Resource Development earmarked reserve.

HEAD OF HUMAN RESOURCES

DIRECTOR OF RESOURCES

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