



East
Northamptonshire
Council

Personnel Sub-Committee 8 December 2014

Administration Assistant – Planning Services

Purpose of report

To delete two permanent part time posts currently filled by a temporary full time post (which terminates on 31 December 2014), and to create one permanent full time post, to be shared between planning admin and building control admin.

1.0 Background

- 1.1 A temporary administration assistant post was created to cover the period from 30 June 2014 to 31 December 2014 to provide extra dedicated admin support to building control admin and to commence work on the back-scanning project for development control (with the option to provide general admin support as and when needed in planning admin). This was funded from two vacant permanent part time admin posts.
- 1.2 The budget for these posts covered the cost and will continue to do so. As permanent posts they have been budgeted for in 2015/16 and beyond.

2.0 Proposal

- 2.1 Permission is sought to combine the two vacant part time admin support posts into one permanent full time admin post with the full time hours split between planning admin and building control admin.
- 2.2 The full time hours to be split as necessary between the two sections.

3.0 Important issues to consider

- 3.1 The creation of a permanent full time post will provide both sections of admin with greater resilience and will afford additional support as and when each team is under greatest pressure.
- 3.2 This will allow the continuation of work on the back-scanning project of the older planning application files, which will free up much needed storage space and provide both officers and members of the public with greater on-line information. It will also assist building control to cope with the continuing increase in workload in a very competitive environment.

4.0 Equality and Diversity Implications

- 4.1 None as the current post holder will transfer into this post.

5.0 Legal Implications

- 5.1 There are no legal implications arising from the proposals.

6.0 Risk Management

- 6.1 Failure to provide this post on a permanent full time basis will mean that we will run out of storage space for the paper copies of planning applications in due course. Additional space will need to be procured which will have a revenue cost. The availability of electronic information on line will be restricted. At times of peak workflow

in planning admin we will be unable to meet the demand leading to a delay in the determination of planning applications.

6.2 Failure to provide additional admin support to building control could result in delays in registering and responding to applications promptly. This could lower the reputation of the section to the extent that agents in particular will go to building control competitors for the building control service. Should this occur, it will result in a reduction in building control income.

7.0 Resource and Financial Implications

7.1 As mentioned previously in 1.2, the budget for this proposal is available on a permanent basis.

7.2 Potential loss of building control income as mentioned previously in 6.2.

8.0 Constitutional Implications

8.1 The proposal does not require an amendment to the Council's Constitution.

9.0 Corporate Outcomes

9.1 The Corporate Outcomes are:

- Good Value for Money – more planning application information available on-line. In building control it will mitigate any potential loss of work to competitors with subsequent loss of income.
- Effective Management – the proposal illustrates forward thinking in respect of current and future workloads and liabilities.
- High Quality Service Delivery – will provide an increased ability for officers and customers to use on-line services. In building control will assist in maintaining a quick response.
- Knowledge of Customers and Communities – will assist customers in obtaining more information through the council's web site.
- Employees and Members with the Right Knowledge, Skills and Behaviours – the post holder will gain increased knowledge across both sections of planning admin.

10.0 Recommendation

10.1 The Committee is recommended to

- (1) To delete the current two permanent part time posts and create one permanent full time post, shared between planning admin and building control admin.

Legal	Power: N/A				
	Other considerations: N/A				
Background Papers: None					
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