
Category 3 - Proposed Changes to Job Designation(s) –

Protocol to be followed by Services for changes to job designations only.

This process is for use by Managers and Heads of Service to propose changes to job designations only. Changes to job designations may be required to better reflect the role, to update and modernise the designation or as part of a wider service structure change.

If changes in staffing establishment and structure are required, please complete the relevant category 1 or 2 form as appropriate. Advice from your HR Business Partner can be sought if required.

Please note:

All proposed job designations should be discussed with the employees concerned and trade union consultation as appropriate. You must also discuss your proposed change with your nominated HR Business Partner.

Changes to job designations should be signed off by the Head of Service.

Summary and Authorisation

Service Authorisation	
Service Name:	
Signed (Head of Service):	
Print Name:	Date:
Summary of proposed change:	
Attach link to committee report where relevant:	

Executive Director/Chief Officer Approval:		
Agreed	Not Agreed	Other (please give reason)
Signed (Executive Director/Chief Officer):		
Print Name:	Date:	

Workforce Steering Group Recommendation:**Agreed****Not Agreed****Homologation****Date:****Date Reported to CMT:****Comments:****Full Detail of Job Designation Change**

<u>Current Job Designation and corresponding post number</u>	<u>Proposed New Job Designation</u>	<u>Reason for Change/Relevant Comparators reviewed</u>

Staff and Union Consultation

<p>Provide full details of the proposed staff and union consultation activity to be undertaken including dates where these are known</p>	
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Business Partner Authorisation

Signed:	
Print Name:	Date:

Next Steps

1. The proforma should be completed and authorised by the relevant Head of Service on behalf of the Service, detailing all planned changes.
2. Where authorisation has been granted, the relevant lead Officer must then consult with their Senior HR Business Partner to fully plan for the change and ensure that appropriate and meaningful staff and trade union consultation is carried out accordingly.
3. Once completed, the signed form should be emailed to StaffingandStructureChanges@northlan.gov.uk with a copy to ESC-SysAdmin&BusIntellTeam@northlan.gov.uk. This part of the process is **mandatory** and will ensure that the Council's Finance and HR teams can accurately record and amend any staffing and structural changes on relevant systems including I-Trent.