

Aberdeen City Council Delegated Authority Business Case

The [Delegated Authority Business Case Flowchart](#) will assist you with this process, including guidance on the informal consultation stages

LEAD OFFICER	DATE
BUSINESS CASE AUTHOR	
NAME(S) OF PEOPLE & ORGANISATION ADVISOR(S) CONSULTED	HR REF
NAME(S) OF FINANCE CONTACT CONSULTED	
TITLE OF BUSINESS CASE	

1) Summary of Request

2) Structure Change Requested

Change to Structure Requested	Job Title	Full Time Equivalent (FTE)
Establishment of permanent job		
Conversion of fixed term job to permanent status		
Establishment of fixed term job		
Extension of fixed term job		
Disestablishment of permanent job		
Change to Job Title	Current: New:	
Redesign of existing job		

3) Main Considerations

- 1) How will the request support the delivery of the Local Outcome Improvement Plan?
- 2) Risk Management: What are the consequences of not proceeding with the request?
- 3) Any other relevant background (rationale for request; staffing implications; any other associated costs etc.)

4) Financial Implications (including on costs at **33.6%**) [Click here for current Salary Scales](#)

Impact on current year's revenue budget:

(your People & Organisation Adviser will also be able to assist you with salary calculations)

Job Title	JE Grade	FTE	Min Salary	Max Salary

Net Cost	£	Net Saving	£
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These figures are based on an appointment being made by <date>.

Full year impact on revenue budget:

Job Title	JE Grade	FTE	Min Salary	Max Salary

Net Cost	£	Net Saving	£
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Required funding is available from the following budget (include budget code):

To confirm that the above funding and costs have been checked by your Finance Contact, please request their electronic signature and enter here Please note, the business case will not be actioned if this section is blank	Name of Finance Contact consulted, and date checked	Electronic Signature of Finance Contact/Partner

5) Formal Consultation

Date Consultation Began		Date Consultation Ended	
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Consultees – tick those consulted with			
GMB		EIS	
UNITE		SSTA	
UNISON		Other Teaching TU	
Finance		People & Organisation	
Legal		Affected Staff	

6) People & Organisation (Chief Officer) Comments (required in all cases)

7) Finance (Chief Officer) Comments (required in all cases)

8) Trade Union Comments (required in all cases)

9) Feedback or Concerns raised by Affected Staff (where applicable)

10) Legal Comments (only required where there are potential legal implications)

11) Approval

Approved under delegated authority (by Director/Chief Officer):

Yes		No	
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Name:

Date:

Signature:

Establishment Control Information

(THIS TABLE MUST BE COMPLETED IN ALL CASES – PLEASE ASK HR / P&O IF YOU ARE UNSURE OF ANY DETAILS)

Post(s) to be established	No. of posts	Weeks/ hours	Job Number	Reports to	Location	Org Unit	Grade	Financial Code	JE No.	Capability Framework Level
Post(s) to be disestablished	No. of posts	Weeks/ hours	Job Number	Reports to	Location	Org Unit	Grade	Financial Code	JE No.	Capability Framework Level
Posts (for grade change only)	No. of posts	Job Number		Reports to	Location	Org Unit	Old Grade	New Grade	JE No.	Capability Framework Level
Posts (for location change only)	No. of posts	Job Number(s)		Current Location	Current Org Unit	New Location	New Org Unit	Financial Code	JE No.	Capability Framework Level
Post (for job title change only)	No. of posts	Job Number(s)		Reports to	Location		New Job Title		JE No.	Capability Framework Level