



Delegated Authority Staff Business Case

 OrgChangeDesign



As part of the Organisational Change Process, delegated authority approval may be required to proceed with some or all of the proposed changes - often this will be when you are considering one, or a combination, of the following:

- Restructuring a team/service
- Establishing a new post
- Redesigning an existing job role
- Disestablishing an existing post
- Evaluation review of an existing job role resulting in a grade change
- Job title change of an existing job role

If you have identified a need for one of these the below will guide you through the key steps, with additional supporting resources also provided.

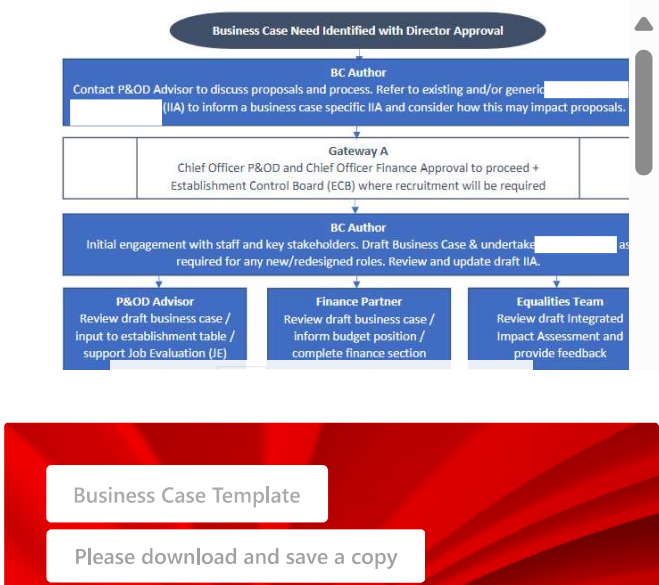
Business Case Flow Chart

The Business Case Flowchart is designed to guide you through the process of making changes which require a delegated authority business case; along with any associated activities from job evaluation, preparing a consultation pack to undertaking formal consultation and implementation.

For further guidance on business cases and links to supporting resources please also refer to the FAQ's below.

Not all establishment changes will require a business case and you can progress the following without one:

- for a **job title change only** please use the job title change form which can be approved by your Cluster Chief Officer.
- to implement a **grade change only** for an existing post, as a result of a job evaluation review, please use the grade change form which can be approved by



- Both these forms can be found below in the key documents section.

Gateway Approvals and Establishment Control Board

During the change process you will require approvals at specified 'Gateway Checks':

	Business Case Gateway Checks
Gateway A	<p>Approval to proceed to develop proposals and draft a business case. While no business case is required to be presented at Gateway A; there must be enough detail provided to allow the Chief Officer People & Organisational Development and Chief Officer Finance to understand the request and the rationale for change.</p> <p>If the proposal will include the requirement for recruitment additional consideration and approval from the Establishment Control Board (ECB) is also needed.</p> <p>Director approval of the business case proposal and any associated recruitment is required at the outset.</p> <p>Liaise with your P&OD Advisor in the first instance who will support accordingly.</p>
Gateway B	Approval from the Chief Officer People & Organisational Development and Chief Officer Finance to progress to formal consultation. At Gateway B there must be a draft Business Case presented.
Gateway C	Business case approval and sign off by Cluster Chief Officer, Chief Officer People & Organisational Development and Chief Officer Finance, following conclusion of formal consultation.

These approvals are in accordance with the Powers Delegated to Officers within the Scheme of Delegation, and ensures all proposals support the LOIP, best value and other Council-wide priorities as appropriate. For business case authors this ensures that change proposals are considered against the wider corporate context and ensures a collaborative approach organisationally with a specific focus on people and budget implications.

Gateway and Establishment Control Board Dates:

Gateway Meeting Date	ECB Meeting - week commencing	ECB BC Tracker Submission Deadline
Tuesday 12 December	Monday 18 December	Thursday 14 December
Wednesday 10 January	Monday 15 January	Thursday 11 January
Wednesday 24 January	Monday 29 January	Thursday 25 January
Wednesday 7 February	Monday 12 February	Thursday 8 February
Wednesday 21 February	Monday 26 February	Thursday 22 February
Monday 4 March	Monday 11 March	Thursday 7 March
Wednesday 20 March	Monday 25 March	Thursday 21 March
Wednesday 3 April	Monday 8 April	Thursday 4 April
Thursday 18 April	Monday 22 April	Thursday 18 April
Wednesday 1 May	Monday 6 May	Thursday 2 May
Wednesday 15 May	Monday 20 May	Thursday 16 May
Wednesday 29 May	Monday 3 June	Thursday 30 May
Wednesday 12 June	Monday 17 June	Thursday 13 June
Wednesday 26 June	Monday 1 July	Thursday 27 June

Please note the above dates may be subject to change - please liaise with your P&OD Advisor to confirm.

Key Documents



Business Case Template



Business Case Flowchart



Job Title Change Form



Grade Change Form

Frequently Asked Questions

^ When is Committee Approval needed?

Whilst a delegated authority business case is required to implement structure changes, there may be situations where a report to Committee for approval is first required. This may be where there are wider budget decisions, request for additional finance or wider consideration is required. There may also be times where a general decision has been made through a Committee Report in principle, but a follow up delegated authority business case is required to provide detail of the proposal and formalise the Committee decision.

- ✓ Is an Integrated Impact Assessment (IIA) required for a delegated authority staff business case?
- ✓ What information is required for the Establishment Control Board?
- ✓ How long will it take to complete and implement a delegated authority business case?
- ✓ Do I need a full business case for a job title change?
- ✓ Do I need a full business case for a grade change of an existing job role following evaluation review?
- ✓ What does the business case consultation pack need to include?
- ✓ Will job evaluation be required?
- ✓ How do I know if job matching or displacement may apply?
- ✓ Who can provide assistance with the financial implications?
- ✓ Who do I need to consult with and for how long?
- ✓ Formal consultation has ended - what do I do next?
- ✓ My business case has been approved - who implements the changes?

- ✓ How do I recruit to new posts established under a business case?
 - ✓ Where do I get the PO&D reference asked for on the first page of the business case?
 - ✓ Where do I get the information asked for about job numbers etc on the last page of the business case to populate the Establishment Control Information Table?
 - ✓ I've never written a business case before, are there examples I could refer to?
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Further Support

Contact an advisor from the [Organisational Change & Design](#) team for further guidance and support on the process and tools. The team will be able to advise whether Delegated Authority Approval, e.g., via Business Case, is required for your change and including your Finance contact in discussions is also critical at an early stage, to ensure that financial viability and best value will be sustained throughout.