

DELEGATED AUTHORITY REPORT

Report from: CORPORATE DIRECTOR (*****)

Date:

Subject Title:

1. Brief Summary of the Proposals

- The changes/proposals outlined in general terms

2. Background

- Context of the changes/proposals

3. Proposal

- The proposals in detail

4. Reasons for Proposals

- The Corporate and Service benefits arising therefrom
- Alternatives considered
- Implications of not implementing the changes/proposals
- Knock-on implications to other staff and/or services
- Salary grading implications

5. Establishment Impact

- Complete any details of any additions, deletions or changes to positions on current establishment

(Existing Position details) –

Post title

Hours/FTE

Grade

Name of postholder

Reporting Manager /Location

(New Position details) –

Post title

Hours/FTE

Grade

Name of postholder

Reporting Manager/Location

For new post confirm Flex Type and Flex Options for post: delete as appropriate:

Flex Type: Fixed/Flexible/Home/Mobile

Flex options: Flexi /Shift /Hol Buy Back/ Compressed/Part time /Job Share /Structured TOIL/ Home

Accommodation requirements:

New post - Location:

Existing or amended post - Location:

6. Budget position

- The cost of the proposals
- Is there budget available within the service to fund the proposals within the current and future financial years?

7. Consultations

- Have the relevant stakeholders been consulted and are their views incorporated within the report:

Finance

HR Adviser

Resilience & Asset Management Officer (for all new posts only)

8. Corporate Development Plan

- What is the link to the Corporate Development Plan?

9. Service Plan

- Do the proposed changes link to the Department's Service Plan and in what way?

Author of Report:
(electronic Signiture)

Designation:

Please follow the guide below to ensure your DAR is dealt with in a time-saving manner

1. Email to: Accountancy to confirm that there is budget available to cover this DAR (as detailed in section 6) – **Accountancy** - **Please also complete last page of DAR at *****

.....
Accountant

Name:

Date:

-
2. Email to HR for their Approval of Content

HR Adviser

Name:.....

Date:.....

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3. If this is a New Post – email to: fiona.campbell2@moray.gov.uk and cc john.macdonald@moray.gov.uk

Confirmed that accommdation is available to cover this DAR (as detailed in section 5 for new posts only or posts changing location)

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Resilience & Asset Management Manager

Name:

Date:

If items 1, 2 & 3 have been completed

4. Return to the Author of the report to obtain the Head of Service signature

Initialed by relevant Head of Service (if appropriate):

Report Approved

Name/Designation: ***** , Corporate Director (*****)

Date:

-
5. Original document with all signatures to be returned to HR for final completion

*****TO BE COMPLETED BY ACCOUNTANCY ONLY:**

	Existing Post	New Post
Reporting Unit (New Posts)		
I-trent Post Reference		
I-trent Position Reference		
Code (new post)		
Budget Manager		
Reporting Manager		
(see authors details on page 1)		
Increase/Decrease hours		
Grade		
Further Comments:		

Completed by:.....