

## Shared Officer(s)/Role(s) S113 Request Form

**This request is made by:**

Lead Officer Name:	Tim Sampson
Lead Officer Post Title:	Economic Growth – Business Manager
Date:	29/09/23

**Scope out the role:**

The nature of the shared post(s) is:

**Proposed Terms of the joint working arrangement:**

In order to assess whether a joint working arrangement is suitable the following information is required:

(Please complete all fields, please state n/a if any section is not applicable)

Post Title:	Monitoring & Evaluation Officer
Job Description in place (please attach):	New position – LUF & CDF
Is the post vacant? If not, please provide the name(s) of the current postholder:	N/A
Suggested Start Date:	01/11/23
Suggested end date:	31/03/26
Hours per week:	37
Employing Authority (BBC/ELDC/SHDC):	ELDC
Has the role been Job Evaluated? Please confirm which JE scheme was used (BBC/ELDC/SHDC):	Yes. ELDC scheme
Current Salary Range / Grade:	£22,777 to £25,878. Grade 4
New Salary (if a change is proposed):	N/A
Are there any other additional costs that need considering? (e.g. Travel / Subsistence)	No
Workbase Location:	ELDC / BBC / SHDC
Reporting Manager:	Business Manager – Economic Growth

**Financial Arrangements**

How is the post being funded?	Externally funded by Levelling Up Fund & Cultural Development Fund
Is the cost split based on a consumption basis? Please determine the % split by authority*	Yes. ELDC 50% / BBC 25% / SHDC 25%
Is the above consumption split budgeted for?	Yes
Please confirm the Cost Code(s) the post(s) is to be charged to:	ELDC 2027
If the budget is coming from another service, have they authorised this change?	

\*Guidance Note: The determined split is expected to be calculated on a consumption basis (expected usage per authority). If the arrangement is not to be based on a consumption basis, a clear explanation of the rationale is required.

<p><b>S.151 Officer Supported (date)</b>  <i>Please ensure that this form is reviewed by S.151 Officer prior to progression to SLT.</i></p>	
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**Senior Leadership Sign Off (to be completed by SLT):**

Outcome (Approved/Not Approved):	
Basis of Appointment: <ul style="list-style-type: none"><li>• Option A – Ringfenced to current Postholder</li><li>• Option B – Ringfenced to an identified group</li><li>• Option C – Open recruitment (Internal Only)</li><li>• Option D – Open Recruitment (Internal &amp; External)</li></ul>	

**Recruitment Process (To be Completed by Lead Officer after SLT outcome):**

**Option A & B**

Date Consultation Letter Issued	
Consultation Start/End Dates:	
Date Appointment Confirmation Letter issued:	
Confirmed start date of arrangement:	
Confirmed End date of arrangement (if applicable)	
Notify Finance for Insurance Purposes:	

**Option C & D – complete the following notification/submission:**

Recruitment via First4HR	
System Access / ICT Notifications	
Notify Finance for Insurance Purposes:	

**Decision Notice**

The decision notice should be published after consultation, as applicable, with impacted employee(s).

Decision Notice (Date of publication):	BBC – ELDC – SHDC –
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