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|   | The Highland CouncilRequest for Evaluation (Form JE/1)Please submit this completed form and organisational chart to hr@highland.gov.uk for attention of the Governance Board |
|  |
| Post Details |
|  |
| Service: |  | Section: |  |
|  |
| Post Title: |  | Date of last evaluation: |  |
|  |
| Current Grade: |  | Is this a permanent change | YES/NO |
|  |
| Provide an outline of the job purpose: |
|  |
| Provide details of the service change or circumstances instigating the request: |
|  |
| Provide details on how these changes impact on the duties or responsibilities of the post(s): |
|  |
| Provide details of other options that have been considered: |
|  |
| Provide detail of any cost increase and how this will be funded: |
|  |
| Proposed Date of Change: |  |
|  |
| Form completed by:(Manager) |  |
|  |
| Attach an organisational chart showing the post(s) in the Service structure |
|  |
| Approval |
| Head of Service signature: |  | Date: |  |
|  |
| ECO signature: |  | Date: |  |
| PLEASE ONLY SUBMIT THIS FORM ONCE ALL SIGNATURES ARE PROVIDED |