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| --- | --- | --- | --- | --- | --- | --- |
|  | The Highland Council  Request for Evaluation (Form JE/1)  Please submit this completed form and organisational chart to [hr@highland.gov.uk](mailto: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 | | | | | | |