

Decision under Delegated Powers

Officer Requesting Decision

Business Support Manager

Officer Making the Decision

Head of Leisure and Culture

Recommendation

That Post M408, High Street Ambassador, initially fixed term from 1st July 2021 until 31st March 2022, be extended until 10th June 2022 and the postholder be retained on an extended fixed term contract until 10th June 2022

Reason

The post is funded by the Welcome Back Fund, which is additional Government funding aimed at supporting the safe reopening of businesses after the Covid-19 pandemic. The funding will cease on 31st March 2022 but there is a sum of money identified as unspent which can be carried forward into the 2022/23 financial year and which will allow for the short term extension to support the wrapping up of the project.

Authority for Decision

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications. This has been further sub-delegated by the Chief Executive to Strategic Directors/Heads of Service in certain circumstances (DD 002 021 refers)).

Decision and Date



07.03.2022

Background

The cost of the extension to the post will be supported by the Welcome Back Fund, which is external funding.

The Welcome Back Fund allows councils to claim a contingency amount against staffing costs which is not aligned with specific posts and therefore can be used to support the extended contract. The total amount of the contingency amount to be claimed is £5965. This will be retained in cost centre L010 D1093 and the salary for the extended contract paid from this code.

Comments from HR

HR Advisor: Anna Cairns (25/2/2022)

Summary of Comments from HR: A variation eform will need to be completed

HR seen recommendations (both draft and final, if amended): Y/N

Financial Implications

The Welcome Back Fund will cover 100% of the funding for this extension to the post, the total cost of which is approx. £5.3k

(Weekly rate 370.37 + 1.75% estimated pay rise for 2021/22 = 376.85 x 41% oncost = 531.36 x c10weeks = approx. £5.3k. The retained contingency amount noted above will also cover any potential pay award for 2022/23)

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
The funding may be withdrawn	Unlikely (2)	Low (2)	Low (4)	Review and amend additional provision

Background Papers:

None