

## Decision under Delegated Powers

### Officer Requesting Decision

Communications Manager

### Officer Making the Decision

Simon Jackson, Strategic Director of Environmental and Corporate Services

### Recommendation

That the contract to cover the post of Communications Officer (Social Media and PR) be extended until March 31, 2023.

### Reason

To temporarily fill the Communications Officer (Social Media and PR) role to support the work of the communications team while the incumbent officer is seconded to another role.

### Authority for Decision

Part 8, section 8.2.6 of the Constitution gives the Chief Executive authority to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications. This has been sub-delegated to Strategic Directors and Heads of Service in certain circumstances, which this proposal falls within.

### Decision and Date



9 Mar 2022

### Background

Contain Funding has been allocated to extend a temporary post to support the communications team through the pandemic and ongoing recovery. That Senior Communications Officer post has now been extended until March 31 2023.

This role is being filled by the Communications Officer (Social Media and PR). The Communications Officer (Social Media and PR) post has been filled by an external candidate on a temporary contract until March 31, 2022.

#### Proposal

In order to continue providing support to the communications team, the proposal is to extend the contract of the current temporary Communications Officer (Social Media and PR) role until March 31, 2023 while the incumbent officer continues to be seconded to the Senior Communications Officer role.

#### **Comments from HR**

HR Adviser: Anna Cairns (23/2/22)

Please note if the temporary employment exceeds two years in duration, the post holder will be eligible for a redundancy payment at the end of the contract. A variation eform will be required to extend the current contract.

#### **Financial Implications**

The Communications Officer (Social Media and PR) role is a grade E so based on the spinal column point 19 (which is the point this Officer will be on in 2022-23) £25,481 x 41.4% on-costs = £36,030

This expenditure will be taken from Comery's budget (budget saving of £37,000 in A200 2022-23) who is currently working on the Contain Funding and on-going recovery and this seconded post has been extended to March 2023.

No recharges necessary as within Cost Centre: A200.

#### **Risk Management**

None

#### **Key Decision**

No

#### **Background Papers**

None