

## 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 1<sup>st</sup> July 2021 until 31<sup>st</sup> March 2022, and previously extended by DD to 10<sup>th</sup> June 2022 be further extended until 15<sup>th</sup> July 2022 and the postholder be retained on an extended fixed term contract until 15<sup>th</sup> July 2022.

Costs to continue to be charged to L010 D1093.

### Reason

The post was originally funded by the Welcome Back Fund, which is additional Government funding aimed at supporting the safe reopening of businesses after the Covid-19 pandemic. This funding has now ended but there remains a commitment to a number of further events, such as the Queen's Jubilee and the Queen's Baton Relay which will support the recovery of local business but which need resource to deliver effectively. The Business Support Team, which includes delivery of events in its remit, has a part time vacancy which will provide sufficient short-term savings to cover the cost of this extension.

### 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



08.06.2022

## Background

The cost of the extension to the post will be covered by short-term savings from a vacancy elsewhere in the Business Support Team. Whilst this vacancy will be advertised, the post is not anticipated to be filled until later in July.

## Comments from HR

HR Adviser: S Choudhury (30/05/22)

Once the DD is approved management will need to complete the contract variation e-form for HR to issue relevant paperwork.

## Financial Implications

Weekly rate Grade B spc5 376.85 x 41.32% oncost = 532.56 x 5 weeks = approx. £2.7k (13 June – 15<sup>th</sup> July 5 weeks) Figures include the 2021/22 pay rise 1.75% but not a potential pay award for 2022/23.

The part-time vacancy (post M328 - 22 hours) in the team will equate to c£3k over 2 months, which is the projected time needed to recruit to the post.

The costs of the extended High Street Ambassador post will continue to be charged to L010 D1093 until the post ends & any costs not covered by external funding will be funded by 2 months vacant hours of post M328 and moved to T190 A0101 at a later date.

**Risk Management:** No risks identified.

**Background Papers:** None