

Decision under Delegated Powers

Officer Requesting Decision

Simon Gibson – Town Hall Manager

Officer Making the Decision

Sylvia Wright – Head of Leisure & Culture

Recommendations

1. Delete 18.5 hours from post (M371) Technical Assistant leaving 18.5 hours remaining in this post at grade B
2. Increase post (L451) Technician by 18.5 hours increasing total hours to 92.5 at grade D
3. To vire £3.300 from posts M424 Technical Support salary budgets in T001 to cover the additional cost within existing salary provision.


Reason for proposed changes

1. 18.5 hours of post (M371) Technical Assistant is to be retained at scale B, with the remainder being utilised to create an additional 18.5 hours in the post of Technician (L451) at grade D.
2. This change increases the technical capacity within the Town Halls technical team and the venues' ability to deal with the ever-increasing complexity of events and shows delivered at the venue. To support the venues ambitions to attract higher quality productions to maximise commercial return
3. To ensure establishment costs are not increased above current salary budget allocation

Authority for Decision

Under section 8 of the constitution the Head of Paid Service (chief executive) has delegated authority under item 6 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 further sub-delegated by the chief executive to strategic directors/heads of service in certain circumstances (DD002 2021 refers). This proposal falls within the authority of the relevant head of service.

Decision and Date


2.08.2022

Background

The Town Hall is a Grade II listed building and is a multi-purpose entertainment venue owned and operated by Charnwood Borough Council, within the Directorate of Commercial Development, Asset and Leisure

The primary function of the Town Hall is as a 'receiving' venue that presents ready produced touring shows and 'packaged' events. The Hall was built in 1855 as a Town Hall and Corn Exchange. The facilities include.

- An auditorium with a maximum seating capacity of 522 and capacity of approximately 650 in a standing format.
- The Victoria Room is an additional function space that provides for smaller capacity activities, hospitality, and events.
- The Town Hall Chamber and Beacon Room are multi-functional spaces for hire or events.
- A Gallery space for programmed art exhibitions, workshops, and talks.
- A Bar facility with external catering service.
- Mayors Parlour which provides space for the Mayor to receive civic guests and houses the safe display of civic regalia.

The Town Hall's main objectives are: -

- To ensure the future of The Town Hall as a sustainable live performance venue for Loughborough and surrounding areas,
- To ensure the best programme of live entertainment that reflects the Hall's capabilities and the diversity of its audiences,
- To maximise the potential of the Town Hall to stage touring productions and performances, parties and celebrations, private hire, art exhibitions along with supporting licensed bar and catering service,
- To ensure the Town Hall's position as the town's hub for commercial, mainstream popular programming.

The proposed upgrade of post M371 Technician will increase the technical team's capacity to deliver the ever-increasing complexity of shows and events staged at the Town Hall.

This change will further increase the venues technical skill set/knowledge base allowing the venue to deal more effectively with shows in line with latest industry standards.

This will support the venues ambitions to attract higher quality productions to maximise commercial return and contribute to the recovery of the Town Centre generally post COVID supporting the night-time economy.

Supports the Councils Corporate Plan 2022 – 2024, "A Thriving Economy" Culture and Visitor: Help make Charnwood, and its beautiful open countryside and thriving market towns, a key destination for local, national, and international visitors.

Comments from HR

HR Advisor: S Choudhury (29/07/2022)

Summary of Comments from HR:

Once the post of Technician is added to the structure normal recruitment procedures will apply.

Financial Implications

Increased cost, which does not include any pay award is £3.3K (18.5hrs spc 7 top grade B £16K (includes £1.5K supplements) / spc 17 top of grade D £19.3k)

To be funded by reducing the budget available for post M424, all in cost centre T001

Change to be implemented from the 1st September 2022.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
That the technical team's ability to deliver the complex technical requirements for the venue are restricted due to capacity and knowledge	Likely (3)	Significant (2)	Moderate (6)	Proposed establishment change will mitigate this risk

Key Decision: No

Background Papers:

