

Decision under Delegated Powers

Officer Requesting Decision

Lin Machin – Market Fairs and Town Centre Operations Manager

Officer Making the Decision

Sylvia Wright – Head of Leisure and Culture

Recommendation

- To transfer post L435, Administrative Assistant Markets, Fairs and Shopmobility from budget code T160 to E395
- To pay the salary of post L435 from E395 utilising vacant post L161 Assistant Market and Fairs Officer
- That a full staffing review of the Markets and Town Centre Operations is undertaken

Reason


- To ensure that the salary for post L435 is being paid from the correct budget
- That the incumbent post holder can be paid within financial budget available
- A review is required to establish a more robust staffing structure to take the service forward effectively and within available resources.

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



18.08.2022

Background

As part of the Council's "Options for Change" process the Shop Mobility service was eliminated with anticipated savings of £33,500.

Post L435, Administrative Assistant Markets, Fairs and Shopmobility undertakes duties associated with markets and fairs as well as the administration of the Shop mobility service.

Due to recruitment problems within the service, it was not possible to delete this post with the incumbent member staff required to support the wider service.

The salary for this post has continued to be paid from T160 A0101.

In order to ensure the service can operate effectively and until such time that a full-service review can be undertaken this post is required and can be paid from existing salary budget, funded from the vacant post L161 Assistant Market and Fairs Officer.

Comments from HR

N/A

Financial Implications

There are no financial implications involved with this decision, L435 is a scale B post which is being funded by the vacant post L161 in Markets & fairs SU which is scale D.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Markets and Fairs Service operations would be compromised by the loss of post L435	Likely (3)	Significant (2)	Med (6)	Continuing to employ this post will prevent service disruption giving time for full-service review to be undertaken.

Key Decision:

No

Background Papers:

None

