

Decision under Delegated Powers

Officer Requesting Decision (if necessary)

Mike Bird – Markets, Fair and Town Centre Operations Officer.

Officer Making the Decision

Sylvia Wright – Head of Leisure and Culture

Recommendation

1. To increase working hours for the Markets, Fair and Town Centre Operations Officer (Post No. L160) in cost centre E395 from 18.5 hours (substantive hours) to 30 hours from the 22 January for a six month period.
2. To reduce the hours of the vacant Assistant Town Centre Operations Officer (Post M322) in cost centre P150 by 20.5 hours per week for a six months period.

Reason

1. There needs to be sufficient cover within the market, fair and town centre operations team to ensure continuation of service while a review takes place. The Service currently carries a vacancy in the Assistant Town Centre Operations Officer (Post No. M322) and in the Shopmobility Assistant (Post No. M285).
2. To cover the cost of the increased working hours of the Markets, Fair and Town Centre Officer (Post No. L160).

Authority for Decision

Authority to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case, is delegated to the Head of Paid Service (Item 6 on page 8-4 of the Constitution). This has been further delegated to Heads of Services in certain situations (DD28 11/12), which this decision falls within.

Decision and Date



11.1.2018

Background

On the 8/9/17 a DD was signed off to increase the hours of the Markets, Fair and Town Centre Operations Officer (Post No. L160) in cost centre E395 from 8.5 hours to 30 hours for a period of 15 weeks from 8/9/17. This arrangement was put in place to ensure service delivery in the Market, Fair and Town centre operations team due to vacant posts; Shop Mobility Assistant (Post No. M285) and Assistant Market and Fairs Officer (Post No. L161). The later post has subsequently been filled by a member of the markets team the Assistant Town Centre Operations Officer leaving a further vacancy that needs to be filled.

Comments from HR

HR Advisor: Anna Cairns/Katie Summers (11/1/18)

Summary of Comments from HR: Advise has been given that any Secondment or Acting Up opportunities should be advertised and made available for all employees to apply for. Where relevant the normal recruitment process should be followed. The relevant eforms will need to be completed.

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

Financial Implications

The additional 11.5 hours for six months for Post L160 will be £7,500 including on costs, which will be funded by a reduction of 20.5 hours per week from Post M322.

Risk Management

List risks in table below or state that 'No specific risks have been identified with this report'.

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to deliver effective management of the service and to maintain the operation of various markets; Loughborough Fair, town centre activity. This could have a negative impact on	Medium	High	Review the working hours and resources available and utilise the resources available in line with service and Corporate priorities. Ensure that temporary staffing issues do not affect the ability of the service to generate income and meet set targets.

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
the resources available to meet income targets provide effective enforcement of rules and regulations, and maintain an expected level of service and good partnership working.			
Failure to deliver the operational elements of the service while the post of Town Centre Assistant is reviewed.	Medium	High	<p>Review and prioritise the work programme and tasks of the Town Centre Assistant to ensure that established targets and KPIs are not put at risk.</p> <p>Provide a secondment opportunity for someone with a good insight or transferable skills that can deliver the key tasks of the role while the post can be reviewed.</p>

Key Decision:

No

Background Papers:

Secondment details Nov 2017

