

Decision under Delegated Powers:

Officer Requesting Decision:

Head of Economic Development and Regeneration – Christopher Grace

Officer Making the Decision:

Chief Executive – Rob Mitchell

Recommendations:

1. To create a new permanent, full time (37 hours per week) Events Manager post, cost centre E395, on salary grade PO3, reporting to Head of Economic development.
2. To reduce 27 hours in post H305 Premises Officer, cost centre L030, leaving a balance of 47 hours in this post.
3. To delete vacant permanent post H589 Business Support Manager grade SO2, 30 hours per week.

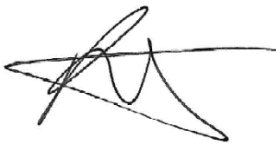
Reasons:

- 1.to 3. An expected consequence of the Leadership Review is that it has become necessary to ensure that capacity and expertise is in place to ensure that the Council is able to deliver major events successfully and safely, such as Loughborough Fair, and be able to deliver an expanded events programme which supports the local economy. It should be noted that the issue around capacity for events predated the Leadership Review given the increasing scale, scope and complexity of events.

Authority for Decision:

Section 8 of the Council Constitution contains authority for the Head of Paid Service (Chief Executive) 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.

Decision and Date:



Robert Mitchell (he, him, his)
Chief Executive
06/02/2023

Background:

To revitalise town centres and foster a sense of pride in place for local communities, events will become increasingly important and high profile for councils. The Borough Council has identified support for the local economy, encouraging more visitors and

enhancing quality of life as important for Charnwood. A programme of events is integral to these Council objectives and therefore appropriate resources and expertise need to be in place to ensure successful delivery accompanied by safe and secure event management in the interests of the public.

The Events Manager will play a key and lead role in events planning and management. The postholder will also be required to secure enhanced levels of sponsorship and funding and to work to better promote Charnwood events to a wide audience. The establishment of the post will help mitigate risks which the Council has to date been exposed to due to lack of capacity and reliance upon one or two individuals to be responsible for event management whilst at the same time covering other management roles. More positively, the new post will enable the Council to develop and identify a programme of events which relates closely to tourism plans, assets such as markets and partnership working with organisations such as the BID, University, College, parish and town councils and community groups.

The new post will replace post H589 which is now vacant following retirement of the previous postholder. That post's existence stemmed from historic structures and whilst the post had some involvement in the arrangement of events it did not provide for the undertaking of duties which the Council now needs, especially given the increasing scale, scope and complexity of events and the increasingly complex nature of regulations relating to events management.

Summary of Advice Provided by HR:

HR Adviser: A Cairns (2/2/23)

The Events Manager post Job Profile has been Job Evaluated which determined Grade PO3. A new post will need to be added to iTrent along with the above referenced changes.

The normal recruitment process should be followed.

Financial Implications:

Cost Centre	Post title	Current Grade	Current FTE	Top 2023/24	Current Hours	FTE	Grade	SCP range	Revised Hours	Top salary costs	Additional Costs (Saving)
				£						£	£
E395	Events Manager	New	0	0	0	0	PO3	37-40	37	70,800	70,800
L030	Premises Officer H305	D	2	84,000	74	2	D	26-28	47	53,900	(30,100)
T190	Business Support Manager H589	SO2	0.81	42,200	30	0	Delete		0	0	(42,200)
	Total		2.81	126,200	104	2			84	124,700	(1,500)

There is therefore no additional pressure on the Council's budget.

Risk Management:

Risk Identified:	Likelihood:	Impact:	Risk Management Actions Planned:
No applicants / suitable candidates	Low	High	Use of consultancy services for major events planning

Key Decision: No

Background Papers: Job Profile

