

Decision Under Delegated Powers

Officer Requesting the Decision

Matthew Bradford – Head of Contracts: Leisure, Waste and Environment

Manager Officer Making the Decision

Simon Jackson Director of Finance, Governance and Contracts

Recommendation

- To amend posts M423 Town Hall Assistants & M424 Town Hall Technical Support which were created under DD143, 04/08/21 to reflect amended hours and new terms.
- Posts M423 Town Hall Assistants & M424 Town Hall Technical Support amended contract terms to Scale A, up to Spinal column point 3, post M423 for 171 hours and M424 for 17 hours within cost centre T001 reporting to Duty Manager post L406 also in cost centre T001. (Total both posts 188 hours)
- Job Description and Person specification remain unchanged.
- This is to take effect from 1st April 2023.

Reason

- To enable the Town Hall to employ up to 55 staff on 4 hours per month to cover bar, box office, ushering and technical stage support roles. The creation of up to 55 posts will make it easier to employ the number of staff required.
- The posts M423 Town Hall Assistant & M424 Town Hall Technical Support are not being utilised with workers employed on a casual worker basis in 2022-2023 and are amended to release the salary budget to fund the proposed posts and operation of the venue.
- The regularity of work offered to casual workers is causing administrative difficulties as Charnwood Borough Council can only assign casuals on an 11-week assignment at a time.
- Legal challenges suggest that the Council could be at risk regarding the use of casual workers with the advice being an alternative method of staff employment is required, the recommended posts will ensure the Council is adhering to employment rules.

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)). These proposals fall within the limit of the authority of the relevant Head of Service.

Decision Date

Approved Simon Jackson 16 Mar 2023

**Background Information**

Historically the Town Hall has operated utilising casual workers to undertake various functions to support the delivery of the shows and events held at the venue each year. Duties include Box Office, Bar service, Ushering and show technical support, 50-60 staff have been on the payroll at any given time.

The use of workers on a casual basis working an irregular working pattern is more difficult to administer and therefore it has been recommended that should there be a consistent flow of work at the Town Hall then other forms of contracts be considered.

The constraint of 11-week contract periods for casual workers is making it too difficult to administer the process of employing casual workers and the ability for the venue to have adequate staff cover to support the elevated level of shows and events scheduled each year and to meet the venues challenging business plans.

To support the Council's financial pressures, the Town Hall must become more commercial which will mean increased numbers of shows and events in the future.

The reason for 4 hours per month is because workers are unwilling in most cases to commit to a greater number of hours, more hours required also limits the number of workers that can be employed.

Fewer workers employed will not provide sufficient capacity to operate all the events.

Casual workers consistently work 4 hours per month and therefore this should not be a barrier to workers taken on the proposed contracts.

Comments from HR

HR Adviser: Shaminul Choudhury (13/03/23)

Management is proposing to offer the existing casuals the 4 hours per month permanent contracts. To enable HR to issue relevant paperwork, management will need to complete online electronic e-forms.

Financial Implications

These hours are designed to enable the Town Hall to employ up to 50 Town Hall Assistants (M423) & up to 5 Town Hall Technical Support (M424) posts fixed at Scale A, up to spinal column point 3 for 4 hrs per month.

It should be noted that evening working after 8pm weekdays and all-day Saturday pay will be paid at time & ¼ and Sunday all day at time & ½.

The Town Hall casual salary budget for 2023-24 to cover the contractual hours for this staffing proposal is £156.9k, split across T001 £107.4K, T120, T130, T140 £14,1K in each & T170 £7.2K total £156.9K.

All budgets will be reallocated to cost centre T001 with all posts paid from this budget.
Estimated cost including oncosts per post at Scale A, Scp 3, £10.7874 per hour (2022/23 rate) plus c41% oncosts plus the 2023-2204 estimated pay settlement/ increased oncosts of c4.75%:

Both post M423 & M424 paid at £10.7874 x 4.75% = £11.30x 41% oncosts = £15.93 per hour x 4 hours per month = £63.72 x 12 months – Salary payment of approximately £765 per person

Combined total posts of 55 @ £765 = £42,100.

The balance of available budget, £114,800K will be used to pay additional hours worked. This is equivalent to approximately 138 hours flat rate scale A spc 3.

Risk Management

Risk Identified	Likelihood	Impact	Overall risk	Risk Management Actions planned
Failure to approve the creation of new posts risks the Town Halls ability to deliver an effective service and could lead to legal challenge against the casual worker status	Unlikely (2)	Significant (3)	Moderate (6)	The creation of these posts will avoid problems and make it much easier to operate the venue.
The venue will be unable to deliver the events programmed and meet its income targets	Unlikely (2)	Significant (3)	Moderate (6)	The creation of these posts will avoid problems and make it much easier to operate the venue.

Key Decision: No

Background Papers: Non