

Decision under Delegated Powers

Officer Requesting Decision (if necessary)

Improvement and Organisational Development Manager

Officer Making the Decision

Head of Strategic Support

Recommendation

That an Emergency Contact requirement and associated payment is attached to the Communications Manager post (M176) with effect from 1st May 2020.

No other changes apply to the post, including duties.

Reason

It is commonplace that the Communications Manager is contacted out of hours. Therefore it is appropriate that the Emergency Contact scheme to be attached to this post. Formal on call arrangements are not deemed appropriate.

Authority for Decision

Under Section 8 of the current Council Constitution the Head of Paid Service (Chief Executive) has delegated 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 (item 6 on page 8-4 of the Constitution). This has been sub-delegated to Heads of Service in certain instances, which this falls within.

Decision and Date

Background

The nature of communications is that it is not Mon-Friday 9-5. There has been a sustained pattern of the Communications Manager being required to receive calls and deal with communications issues. The Standby and Call Out policy states;

'Emergency contact is the agreement of an employee to hold a mobile phone in order that they may be contacted, if they are available to answer the call outside of working hours'.

Therefore it is deemed appropriate that the scheme is accessed for this postholder.

Comments from HR

HR Advisor: Anna Cairns (22/4/20)

Summary of Comments from HR: The Job Profile will need to be updated to reflect this requirement which is in line with Policy. It is also recommended that this is shared to enable cover for annual leave, sickness etc.

A variation eform will need to be completed.

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

Financial Implications

Employee(s) will be paid the full amount or an equal share of the payment of £1000 per year plus on-costs. The amount received will depend on the number of people listed who may be contacted in the event of an emergency (please note HR comments above).

The total costs of £1,400 will be funded from A200 D0569 as a budget virement to A200 A0101 Salaries.

Risk Management

No specific risks have been identified with this report.

Key Decision: No

Background Papers: None