

Decision under Delegated Powers

Officer Requesting Decision

Simon Gibson – Town Hall Manager

Officer Making the Decision

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

Recommendation

That post M165 Room Hire Co-ordinator is deleted, and a new post of Events and Hire Officer is created, and due to the post title change, a new post number will be required.

The salary scale will remain unchanged at Grade C.

Reason

Following the resignation of the previous post holder a review of post M165 Room Hire Co-ordinator was undertaken seeking to amend the job profile to better represent the aims of the role and to support the delivery of commercial activity through events and hires.

Human Resources have reviewed the amended job profile and deemed it to remain at the current level of Grade C.

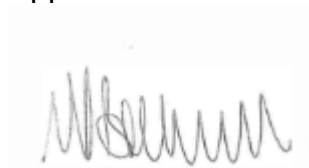
Authority for Decision

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 and Date

Approved 27-04-23



Matt Bradford – Head of Contracts (Leisure, Waste and Environment)

Background

Post M165 has become vacant after 8 years due to a staff resignation.

In order to better reflect the duties required and change in commercial business focus at the Town Hall, this role's title has been changed and job profile edited to be of greater interest to industry specific candidates and aid recruitment effort.

This role is a key part of the Marketing and Development team at the Town Hall, with a focus on attracting new business and increasing room utilisation throughout the year.

Comments from HR

HR Adviser: S Choudhury (24/04/23)

From discussions with management I understand that management wish to change the job title from Room Hire Coordinator to Events and Hire Officer.

Once IT have updated the system, management will need to complete the relevant forms for HR to place the job advert.

Financial Implications

There are no financial implicatons to this change.

Risk Management

No specific risks have been identified in this report.

Key Decision: No

Background Papers: None