

Decision under Delegated Powers

Officer Requesting Decision

Business Support Manager

Officer Making the Decision

Strategic Director, Commercial Development, Asset and Leisure

Recommendation

That 4 additional hours be added to Post M328 in Cost Centre L010 with effect from 10th May 2021 on a temporary basis until 31st March 2022. The current number of hours in this generic post is 185.5, and after the change the number will be 189.5. From 1st April 2022 the number of hours will revert to 185.5.

Also, 7 hours be added to Post H589 in Cost Centre L010 with effect from 10th May 2021 on a temporary basis until 31st March 2022. The current number of hours in the post is 30 and after the change the number will be 37. From 1st April 2022 the number of hours will revert to 30.

Reason

To support the administration of the Welcome Back Fund, which is additional Government funding aimed at supporting the safe reopening of businesses after the Covid-19 pandemic.

Authority for Decision

Section 8 of the constitution contains authority for the Chief Executive 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 authority has been sub-delegated to Heads of Service in certain circumstances, which this situation falls within.

Decision and Date

Approved on 14 May 2021



Justin Henry
Strategic Director – Commercial Development, Assets and Leisure

Background

The temporary increase in hours will be supported by the Welcome Back funding, which is additional, external funding. The fund allows for an administration element of 4% of the total funding of £330,900 over 2 years to be claimed. This will amount to £13,236. The cost of the additional temporary hours are detailed in the financial implications below and the cost can be contained within the 4% fee.

The additional hours will allow for the co-ordination of resources to support the reopening of businesses and the promotion of safe and local shopping in our towns and villages, through the Seat Out campaign, a task force for localised support throughout the borough and organisation and promotion of events to attract visitors and new business. Support is also needed for monitoring of outputs and reporting to the Welcome Back Fund managers.

Comments from HR

HR Advisor: Shaminul Choudhury (30/04/2021)

Summary of Comments from HR: Variation eform's will need to be completed for the current postholders increasing their hours. All employees working within post M328 have had an opportunity to express interest in taking up additional hours with only one person formally coming forward.

Financial Implications

The fund allows for an administration element of 4% of the total funding to be claimed, this amounts to **£13,236**. (4% of £330,900), this is sufficient to cover the additional estimated cost of £10,900.

Post no	Increased hours	Estimated Cost including on-costs
M328	4 hours per week from 10 th May 2021 to March 2022	£3,000
H589	7 hours per week from 10 th May 2021 to March 2022	£7,900
	Total	£10,900

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
The funding may be withdrawn	Unlikely (2)	Low (2)	Low (4)	Review and amend additional provision

Background Papers:

None