

## Decision under Delegated Powers

### Officer Requesting Decision

*Business Support Manager*

### Officer Making the Decision

*Strategic Director, Commercial Development, Asset and Leisure*

### Recommendation

That the grade of Post M408, High Street Ambassador, be changed from Grade A to Grade B following a recent evaluation. The post will be fixed term from 1<sup>st</sup> July 2021 until 31<sup>st</sup> March 2022. The cost centre and subjective code for the post is L010 D1093.

### Reason

The Welcome Back Fund, which is additional Government funding aimed at supporting the safe reopening of businesses after the Covid-19 pandemic, allows for the funding of posts associated with this work. The High Street Ambassador role was created and evaluated in 2020 but, with additional funding now allocated and the project extended until March 2021, we have added some co-ordination duties to the role which has resulted in an increase to the grade.

### 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 Strategic Director.

### Decision and Date

Approved on 24 May 2021

[Electronic Signature]

Justin Henry

Strategic Director – Commercial Development, Assets and Leisure

## Background

The cost of the post, including the grade increase, will be supported by the Welcome Back Fund, which is external funding. £265k has been allocated to the Council to be spent by 31<sup>st</sup> March 2022.

The post will support the reopening of businesses and the promotion of safe and local shopping in our towns and village throughout the borough and organisation and promotion of events to attract visitors and new business.

## Comments from HR

HR Advisor: Shaminul Choudhury (19/05/21)

Summary of Comments from HR: Post has been graded by JE panel. Once DD is approved, management will need to follow the recruitment policy to recruit to vacant post.

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

## Financial Implications

The Welcome Back Fund will cover 100% of the funding for this post

Post no	Estimated Cost including on-costs
M408	£20,888 (39 weeks at £535.61 a week - £385.33 plus 39% oncosts a week)

## 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