

Decision under Delegated Powers

Officer Requesting Decision

Business Support Manager

Officer Making the Decision

Strategic Director, Commercial Development, Asset and Leisure

Recommendation

That a new fixed term post of High Street and Open Spaces Helper be added to the Business Support and Administration Team for a 12 week period commencing June 2021 until September 2021, and reporting to post H589. The post to be filled on an annualised hours basis, with a number of contracts being available up to a maximum number of hours, as detailed below.

The High Street and Open Spaces JD has already been evaluated as a casual post, grade A.

The costs will be coded to X464 T0100 BG509

Reason

To support the safe reopening of businesses after the Covid-19 pandemic, and to assist Charnwood residents and visitors to shop safely and enjoy our places with confidence.

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 01 June 2021



Justin Henry
Strategic Director – Commercial Development, Assets and Leisure

Background

The posts will be paid for through the Contain Funding. An allocation of £30k has been made from the Fund in stage 4/5 for this post, High Street Ambassador support and professional stewarding. The total cost of £5,282 for this post is within the allocation for this element.

High Street Helper staff have been employed on this work on a casual basis but there is a limit on the number of weeks a casual contract can be worked. We are now in a position to plan for the Summer period due to the allocation of this funding, so a fixed term contract is possible. A number of contracts of 100 hours or 50 hours will be offered, with a limit of 400 hours overall.

Comments from HR

HR Advisor: Shaminul Choudhury (21/5/21)

Summary of Comments from HR: This post has been Job Evaluated and graded accordingly. HR are aware of management's proposal regarding how to recruit to the fixed term posts on a short-term basis.

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

Financial Implications

Post no	Total hours	Estimated Cost including on-costs
To be allocated	400 at £13.205 per hour	£5282
	Total	£5282

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