

## Decision under Delegated Powers

### Officer Requesting Decision

Communications Manager

### Officer Making the Decision

Simon Jackson, Strategic Director of Environmental and Corporate Services

### Recommendation

That the contract for the senior communications officer post is extended by 5 months.

### Reason

To support the work of the Communications Team which has faced increase pressures during the pandemic.

### Authority for Decision

The delegated function of the Head of Paid Service (Chief Executive) to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications has been assigned to Strategic Directors and Heads of Service, subject to such decisions:

- Relating solely to staff within the Strategic Directors /Head of Service's responsibility;
- Being within the existing budget for the service;
- Not resulting in the creation or deletion of posts, or potential redundancy situations;
- Only affecting officers graded PO4 and below, and
- Only being taken after consultation with the Council's Human Resources Service, Financial Services and Legal Services where appropriate.

### Decision and Date



17<sup>th</sup> June 2021

Simon Jackson  
Strategic Director - Environmental and Corporate Services

## **Background**

The Communications Team has faced significant pressures in the past 12 months due to the Covid-19 pandemic and it is clear there are going to be Covid-19 related issues for at least the next 12 months.

A senior communications officer was appointed on a 12-month contract in October 2020 to support the team. That contract ends in October 2021.

Covid-19 related issues continue to add pressures to the communications team's workload and it is not anticipated that the demand will ease in the coming 12 months. The borough's recovery from the pandemic will also create extra demands on the communications team.

The council has been awarded Contain Funding from the County Council which can be used for enhanced communications and marketing.

## **Proposal**

It is proposed to use some of the Contain Funding to extend the contract of the senior communications officer by 5 months. This would extend the post until March 31, 2022.

This would help the communications team continue to deal with its response to the pandemic, including the borough's recovery.

## **Comments from HR**

HR Advisor: Shaminul Choudhury (19/05/2021)

E-form will need to be completed by management to enable HR to issue relevant paperwork to extend fixed term contract.

## **Financial Implications**

The cost of this extension Post: M402 would be £16,900 to be met from the Contain funding allocated for communications.

(Grade S01 scp 24 = £28,672 x 41.4% on-costs = £40,542/12\*5mths = £16,893 (£16,900 rounded))

- Cost Centre: X464
- Subjective Code: T0100
- Project Code: BG501

## **Risk Management**

None

## **Key Decision**

No

## **Background Papers**

None