

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 post of High Street Support Officer be added to the establishment, reporting to post no H589 and charged to Cost Centre L010 D1093. The post will be fixed term from 19th July 2021 until 31st March 2022. The post will fully funded by the Welcome Back Fund.

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 Support Officer role has been created to support work in Loughborough and the wider Borough to help businesses and the economy to recover from the Covid-19 pandemic and to promote the safety of shoppers and visitors.

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 June 2021



Justin Henry
Strategic Director – Commercial Development, Assets and Leisure

Background

The cost of the post will be supported by the Welcome Back Fund, which is external funding.

The post will specifically support the deployment of promotional items and temporary public realm enhancements, alongside the High Street Ambassador.

Comments from HR

HR Advisor: Anna Cairns (10/6/21)

Summary of Comments from HR: This post has been job evaluated and scored/graded accordingly. The normal recruitment process should be followed.

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

Financial Implications

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

Post no	Estimated Cost including on-costs
TBC	£18,300 (based on 8.5 months)

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The funding may be withdrawn	Unlikely (2)	Low (2)	Low (4)	Review and amend additional provision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