

Decision under Delegated Powers

Officer Requesting Decision

Communications Manager

Officer Making the Decision

Chief Executive

Recommendations:

1. To create a new Senior Communications Officer post for a period of 12 months.
2. The post to be called Senior Communications Officer
3. The post will be 37 hours per week. Grade SO1.
4. The rate of pay will be £40,800 (inc all on-costs). The cost centre will be A200.
5. This post will be reporting to post number M176 Communications Manager
6. The post will be funded 75% by the Reopening High Streets Safely Fund (RHSSF) which uses ERDF funding and 25% by the money received from Government funding relating to COVID 19 in cost centre A200.

Reasons:

This post has been created to provide support to the Communications team to deliver communications campaigns aimed at the public and businesses to ensure that the reopening of local economies can be managed successfully and safely.

Authority for Decision:

Authorisation of changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) is delegated to the Chief Executive (Item 6 on page 3-25 of the Constitution dated 14th August 2012).

Decision and Date: Approved
29 July 2020



Background:

The Reopening High Streets Safely Fund (RHSSF) has allocated Charnwood Borough Council £165,000 to support the safe reopening of high streets and other commercial areas.

The funding is from the ERDF scheme and is claimed retrospectively.

The fund can be used to cover communications and public information activity to ensure that reopening of local economies can be managed successfully and safely.

The postholder will develop and execute communications campaigns to support the safe reopening of shopping areas across the borough. This will include creating content for a range of channels such as the media, social media, email alerts as well as printed materials. The communications must be co-ordinated and consistent, and evaluation must take place to determine impact.

Comments from HR

HR Advisor: Anna Cairns (23/7/20)

HR Comments: This new post has been Job Evaluated and scored at SO1, the normal recruitment process should be followed.

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

Financial Implications

A full time Senior Communications Officer, Grade SO1 employed for 12 months will cost £28,785 + 41.6% on-costs = £40,800 (rounded).

75% of the costs will be met by ERDF funding. The remaining 25% which has been signed off by SLT will be funded by the money received from Government funding relating to COVID 19 in cost centre A200.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to identify a suitable officer to undertake the work	Unlikely (2)	Significant (2)	Low (2)	Soft market testing for a temporary post identifies that there

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leading to not spending the external funding and no support to the communications team				are officers available in the marketplace

Key Decision:

No

Background Papers:

None