

Decision Under Delegated Powers

Officer Requesting the Decision

Kevin Stanley – Leisure Contract and Business Manager

Manager Officer Making the Decision

Sylvia Wright – Head of Leisure & Culture

Recommendation

To approve the re-evaluation of post L404 Town Hall Manager from scale PO2 to PO1 in cost centre T001. This post will report directly to the Leisure contract and Business Manager (H454) in cost centre L340.

Reason

As part of the Council's Organisational change programme the Head of Leisure & Culture is required to undertake a staffing review of the Town Hall to deliver £45K in salary savings. The staffing review focuses on service delivery utilising current vacant posts to deliver the required savings whilst ensuring effective service delivery.

The Town Halls Managers role is phase one of a wider staffing review, the role has been re-evaluated via an HR evaluation panel and from the job profile adjustments has been evaluated down from scale PO2 to PO1.

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 Head of Service.

Decision Date



15.07.2021.

Background Information

The Town Hall currently has several vacant posts and as part of the 2021-22 budget review and the Options for Change exercise a saving of £45,000 was identified as a budget saving for the Town Hall.

This is phase one of a staffing review to meet the budget savings. The changes in the service role are as follows: -

The post of Leisure Contract and Business Manager (H454) will provide direct line management to the Town Hall Manager (Post L404). This additional layer of management is intended to provide additional support to the Town Hall manager in order that the post may focus fully on the delivery of the Town Hall. Previously this post supported the Head of Service and other Corporate activity.

Amendments to the previous Job Profile reflect the change in role emphasis and were revaluated by an HR evaluation panel at scale PO1.

The reduction in scale will be communicated to key managers at the Town Hall who will be afforded the opportunity to apply for the vacant Town Hall Managers role as part of the staff consultation process. The appointment to this role will allow the new post holder to be fully engaged with the second phase of the staffing review.

Comments from HR

HR Adviser: Anna Cairns (15/6/21)

Comments: This restructure has followed the Organisational Change Policy and Procedure and the Town Hall Manager was job evaluated accordingly.

A Variation eform will need to be completed for the successful appointee.

Financial Implications

Calculations based on a full year 2021/22:

2021/22 budget £52.8K PO2 scp 33 (vacant post/bottom of scale). Top PO1 scp 32 £51K, a saving of £1.8K towards the required ongoing saving of £45K.

However, it is the intention that the new post holder is appointed at the bottom of PO1 scp 29£46.9K making an initial saving of £5.9K in 2021/22

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to approve change in salary for this role will make the required salary savings more difficult to achieve	Unlikely (2)	Significant (3)	Moderate (6)	The staffing review will follow all HR procedures with appropriate consultation held

Key Decision: No

Background Papers: No

