

Decision under Delegated Powers

Officer Requesting Decision

Business Support Manager

Officer Making the Decision

Chief Executive

Recommendation

That two new FTE posts of High Street Ambassador be added to the cost centre L010, reporting to the Business Support Manager (Post H589). The two posts have been evaluated at Grade A and will be fixed term for 20 weeks commencing 9th November. Both posts will be funded externally, as detailed below. All costs refer to 2020/21 financial year.

	Full cost for FTE (top of Grade A)	Funded in full from
Post 1 20 weeks	Approx £9900 including on costs plus travel allowance of £200	Reopening High Streets Safely Fund
Post 2 20 weeks	Approx £9900 including on costs plus travel allowance of £200	Covid compliance funding
Total costs	Approx £20,200	All costs fully funded from external sources

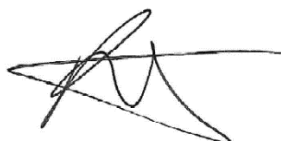
Reason

To support the safe reopening of businesses throughout the borough, and to help ensure compliance with Government Covid-19 regulations.

Authority for Decision

Section 8 of the constitution contains authority for the 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.

Decision and Date



Approved 30th October 2020

Background

To support the safe reopening and ongoing Covid-19 compliance of businesses in the Borough, and to support residents and visitors to use local businesses safely and confidently, SLT have approved the recruitment of two fixed term posts of High Street Ambassador. Both posts, including travel allowance and on costs, will be paid for in full from two government funding streams.

Comments from HR

HR Advisor: Anna Cairns (29/10//20)

Summary of Comments from HR: This post has been evaluated as required. Please follow the normal recruitment process.

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

Financial Implications

The two posts will be fully funded from external grants.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Unable to recruit appropriate staff	Unlikely (2)	Low (2)	Low (4)	Appropriate advertising including amongst those who have already carried out this role

Key Decision: No

Background Papers: None