

Decision under Delegated Powers

Officer Requesting Decision

Christopher Grace – Head of Economic Development and Regeneration

Officer Making the Decision

Justin Henry –Director of Commercial and Economic Development

Recommendation

- That post L160 Markets Fairs and Town Centre Operations Manager is filled by a new postholder on 26th October 2023 in advance of the existing postholder leaving the employment of the Council on 30th November 2023.

Reason

- To enable continuity of operations in the Markets Fairs and Operations Team should the existing postholder not be able to return to work either fully or partially due to long-term sickness absence.
- To enable handover of knowledge from the existing postholder to the new postholder if the latter is in a position to be able to do so.
- To avoid the need to recruit an interim contract worker via an agency, which would be both expensive and not necessarily easy to secure.

Authority for Decision

Delegated authority is given to the Head of Paid Service (Chief Executive) within the constitution 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. This has been sub-delegated to Directors and Heads of Service in certain circumstances. This applies in this case as the grade of the post is below PO4.

Decision and Date



Justin Henry
Director of Commercial and Economic Development
20 October 2023

Background

The Markets Fairs and Town Centre Operations Manager post has been recruited in to following the usual due process for recruitment. The current postholder's contract with the Council ends on 30th November 2023. During this process, the current postholder has become unwell and unable to work, therefore due to long-term sickness absence is not expected that they will return to work before their contract of employment ends.

The person who has been recruited for the role is an internal appointee and is available to start work on 26th October 2023, following their resignation from their current role.

The forthcoming period is exceptionally busy for the Economic Development and Regeneration Service due to the staging of specialist markets, Loughborough Fair, Remembrance Sunday and Christmas lights installation and switch-on. It is therefore both necessary and prudent for the new postholder to commence duties in advance of the employment contract of the existing postholder ending.

Comments from HR

HR Adviser: Anna Cairns (16/10/23)

A second post of L160 Markets Fairs and Town Centre Operations Manager will need to be added to iTrent / structure until 30/11/23 when the current postholder resigns.

Financial Implications

There will be a one-off additional salary cost of £5,880 (inclusive of on-costs) in the period 26/10/23 to 30/11/23.

This will be offset by underspends within the service.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
None.				n/a

Key Decision: No.

Background Papers: None.