

Text in italics provides instructions and should be deleted as form is completed

Decision under Delegated Powers

Officer Requesting Decision

Nigel Strong Town Hall Manager

Officer Making the Decision

Sylvia Wright Head of Leisure and Culture

Recommendation

To approve the following change to a post at Loughborough Town Hall;

- To regrade the Gallery Assistant post M229 from Scale 3 to Scale 4 and agree the new Job Description.

The changes to be effective from the 1st April 2014.

Reason

To ensure that the Town Hall has the correct staffing structure to enable it to deliver the business plan 2013-18

Authority for Decision

Item 6 of the delegations to the Chief Executive as Head of Paid Service in section 8.2 of the Constitution gives authority to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of post number) in any single case. This has been further sub-delegated by the Chief Executive to Heads of Service in certain circumstances (DD ref 28 11/12). These proposals fall within the limit of the authority of the relevant Head of Service.

Decision and Date



24th March 2014

Background

As part of the Town Hall Business the Sock Gallery will expand to offer a new stream of business for our customers. Initially the gallery only worked on a commission basis with the artists which reduced the risk whilst the gallery was being established. This new concept enables the gallery to purchase stock from local artists and then retail this directly to the external customer, this greatly improving the Gross Profit margins obtained.

This is a change to the current duties completed by the Gallery Assistant and the new job description was submitted to HR job evaluation on the 27th Feb 2014. The results were then fed back to the employee who has accepted these changes so they are ready to be implemented.

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Financial Implications

	Current salary	New Salary	Variation
Gallery Assistant M229	Scale 3 £21,700	Scale 4 £25,400	£3,700
Caretaker L438	Reduce existing budget by The remaining amounts of funds within this Caretaker post are being included in a review currently being undertaken.		-£3,700

Human Resources

This post has been through the appropriate JE process and has been regarded as detailed in this DD.

Anna Cairns

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Incorrect staffing structure could result in the venue not delivering its business plan.	Medium	High	Income generation is a key factor, should staffing not be in place to deal with enquiries then the business plan will require altering to suit.

Key Decision: No

Background Papers: Town Hall Business Plan
Town Hall Project Board PID