

Decision under Delegated Powers

Officer Requesting Decision

Town Hall Manager

Officer Making the Decision

Chief Executive

Recommendation

To approve the following changes to posts at Loughborough Town Hall:

- To rename the Marketing Officer Post L433 to Programming and Marketing Manager, agree the new Job Description and re-grade from Scale 6 to Scale S01.
- To delete a Box Office Assistant Post M228 (part-time 18.5hrs).

The changes to be effective from the 12th June 2014.

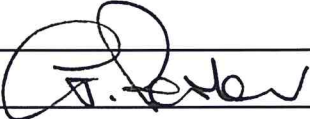
Reason

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

Authority for Decision

Council Constitution – Section 8.2 – Delegation of Council functions – Delegation to Head of Paid Service – Paragraph 6. To agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case.

Decision and Date

APPROVED  27 JUNE 2014

Background

The Town Hall’s staffing structure was reviewed as part of the research for the creation of the Town Hall business plan 2013-18. This highlighted that minor changes were required to the programming and marketing department to allow the venue to be in a position to deliver the plan.

Both posts affected are currently vacant which has allowed this opportunity without affecting employees or creating any redundancy issues. The new job

description for Post L433 was submitted for HR job evaluation on 11th June 2014.

Comments from HR

HR Advisor: Anna Cairns (19/6/14)

Summary of Comments from HR: The post has been reviewed by a full Job Evaluation panel regarding the change of duties and title.

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

Financial Implications

	Current salary	New Salary	Variation
Existing Marketing Manager L433	Scale 6 31,700		-31,700
Proposed Programming and Marketing Manager L433		Scale S01 35,200	35,200
Part Time Box Office Assistant M228 (18.5hrs)	Scale 3 £8,700		-8,700
	On going savings		-£5,200

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: Revised JD Post L433 Programming and Marketing Manager