

## Decision under Delegated Powers

### Officer Requesting Decision

Business Support Managers  
Neighbourhood and Community Wellbeing Directorate

### Officer Making the Decision

Chief Executive

### Decision Requested

To transfer the line management of post P258 in cost centre P150 from Sylvia Wright, Head of Culture & Leisure to the Business Support Manager Post H589 in cost centre L010 with effect from 1<sup>st</sup> July 2014

### Reason

This post is currently managed by Head of Culture and Leisure and it has been agreed that it would be beneficial for the post holder to work as part of the Administration Team managed by the Business Support Managers. This would enable joint working with the rest of the team in relation to town centre events, pitch and park bookings, and daily management support to the post holder processing such events.

### 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 service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case. (item 6 on page 8-4 of the Constitution).

### Decision and Date

Approved



17 JULY 2014

### Background

Post P258 was originally created to process Town Centre events, and arrange park bookings amongst other tasks, and is directly managed by the Head of Leisure and Culture. Most of the duties of this post now inter-link with the duties of other members of the administration team managed by Business Support Manager.

It has therefore been agreed that to facilitate cross working within the Administration Team this post be transferred to the line management of the Business Support Managers. This will enable Business Support Managers to oversee and co-ordinate pitch and park bookings, road closures, events within Charnwood.

### **Financial Implications**

There are no additional budget requirements to facilitate the transfer of management of this post. The budget for this post will continue to be funded from Town Centre Management code PI50a.

Finance log no.

### **Risk Management**

| <b>Risk Identified</b>   | <b>Likelihood</b> | <b>Impact</b> | <b>Risk Management Actions Planned</b>   |
|--|-------------------|---------------|--|
| Failure to transfer line management of this post could mean duplication on tasks involved in events and have an impact on Service Delivery, thus reducing the Councils aim and corporate objectives. | High              | High          | Re-assess all current tasks, prioritise and rationalise, and re-allocate accordingly.<br>Monitor and evaluate after three months |

Background Papers: none