

Decision under Delegated Powers

Officer Requesting Decision Head of Leisure and Culture

Officer Making the Decision – Chief Executive

Recommendation

1. To transfer the shop-mobility scheme and staff from the Town Hall establishment, to the Markets, Fairs, and Town Centre Operations service.
2. The 37 hour post of Administration Assistant (shop-mobility), L435 is re-graded from scale 2 to scale 3.backdated from 1st April 2014, and renamed Shop Mobility Administration Officer.
3. To create a new 7 hour per week Shop Mobility Assistant post at scale 2 to replace the casual budget.
4. The 37 hour post of Market, Fairs, and Town Centre Operations Officer L160 is re-graded from PO1 to PO2 backdated from 1st April 2014.
5. The Arts Officer post is deleted with the salary budget of £12,000 transferred to T190 D0415.

Reason

1. To implement the re-structure proposals under the Council's organisational change policy and procedure and integrate the Shop-mobility scheme with Markets, Fairs, Town Centre Operations
2. To improve customer service and staff support by working from a shared Town Centre located, office, to deliver an efficient and effective service under best value.
3. The proposed upgrades for posts L435 and L160 have been through the appropriate HR and job evaluation process which supports the changes.
4. To fund the recommended changes to the establishment for shop mobility and Town Centre operations

Authority for Decision

The Chief Executive as Head of Paid Services, has delegated authority to agree changes to the establishment, within budgets and without major service or policy implications, affecting no more than five posts(irrespective of their post numbers)In any single case.

Decision and Date

APPROVED  20 NOVEMBER 2014

Background

Shop-mobility up until 1st April was administered from the Town Hall but operated as a stand alone service without an allocated budget. Arrangements to transfer the service to Community management failed and the Town Hall project board agreed that the best way forward was to integrate the scheme within the Markets, Fairs and Town Centre Operations section due to the close locality of the service (housed in same office) and to ensure effective future service delivery and management. The full time shop-mobility operative would be placed to take on extra tasks in support of the delivery of Markets and Fairs administration and office duties. Annual leave periods taken by each post are currently covered by the other working extra hours with additional payment. This requirement would no longer be necessary, and cover would in future be provided by the Markets, and Town Centre assistant at no additional cost. Therefore it is recommended that shop-mobility and the two operatives becomes part of the establishment within the Markets and Fairs service under the management of the Market, Fairs and Town Centre Operations Officer.

Comments from HR

HR Advisor: Anna Cairns (30/9/14)

Summary of Comments from HR: These changes have been through the appropriate HR processes; Organisational Change and Job Evaluation.

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

Financial Implications

	Current Budget 2014/15 £	Top of Scale £
Post L160 Markets and Fairs Officer - regrade PO1 to PO2 (E395)	42,700	47,800
Post L435 Shop Mobility Administrative Officer - scale 2 to 3 (T160) Including Supplements	21,700	23,100
New Post Shop Mobility Assistant 7 Hrs PW	4,900	2,100
Overtime Cover Town Centre Assistant Saturdays/Bank holiday Payments Coded to T160 A0101		2,500

Balance service Saving

-5,800

63,500 75,500

Additional cost/Funded by:-

12,000

Arts Policy and Public Events – (Deletion of
Arts Officers post transferred to T190
D0415) £12,000

Risk Management

Key Decision:

No

No risks have been identified in this case.

