

BRAUNSTONE TOWN COUNCIL

OFFICER DECISION TAKEN UNDER DELEGATED POWERS

TEMPORARY STAFFING ARRANGEMENTS

23rd AUGUST 2019

Background to the Decision

Cleaning & Premises

Due to a long term absence, 18¼ hours per week out of 78½ hours per week Cleaning & Premises hours is being covered by remaining staff. Due to cover being needed across four venues over 7 days, plus the likelihood that the Library will transfer to the Town Council's management in October, an additional person will temporarily be needed to ensure service levels can be maintained.

It is predicated that between August 2019 and January 2020, Cleaning & Premises salaries will be £2,956 underspent against the budget for that period. Recruitment of a temporary Cleaner & Premises Operative for 170 hours over 17 weeks will cost £2,071.

Corporate Management Support

Due to current and forthcoming work commitments, including management of the Shakespeare Park Improvement Project and transfer of Braunstone Town Library to the Town Council's management, following which a review of the organisation's staffing arrangements unlikely to take place until spring 2020, coupled with the need to readvertise the Communications & Events vacancy, the Management Team have identified that additional support at the corporate centre is needed.

The Personal Assistant and Administrative Officer is contracted to work on average 25 hours per week. In order to provide capacity to support the delivery of the Council's projects and programmes, it is proposed to temporarily increase the Personal Assistant and Administrative Officer's by an average of 5 hours per week to an average of 30 hours per week from 2nd September 2019 for 30 weeks until 27th March 2020. To ensure that the arrangements are both maximised and appropriate for both the employer and the employee it is proposed that it is reviewed monthly throughout the period and that each party be able to terminate the arrangement by providing at least one month's notice.

Following a reduction in staffing hours in Customer & Information Services, it is predicated that between June 2019 and March 2020, salaries will be underspent by £4,124. Temporarily increasing the Personal Assistant and Administrative Officer's hours by 150 hours between September 2019 and March 2020 will cost £2,322.

Authority for Decision

Specific Delegation 36(iii) of the Delegated Powers to Officers under the Scheme of Delegation allows the Executive Officer & Town Clerk "Subject to the decision complying with the Council's existing staffing policies: to make either permanent or temporary

appointments, including the provision of cover for sickness absence, to be held against existing established posts and within the overall budget”.

Alternative Options Considered and Rejected

No alternative options were considered.

Decision

1. That a temporary Cleaner & Premises Operative be recruited for 170 hours over 17 weeks, at a cost of £2,071 to be offset against the £2,956 predicated underspend in Cleaning & Premises salaries; and
2. that the Personal Assistant and Administrative Officer's hours be increased by an average of 5 hours per week to an average of 30 hours per week from 2nd September 2019 for 30 weeks until 27th March 2020 (150 hours in total), at a cost of £2,322 to be offset against the £4,124 predicated underspend in Customer & Information Services; and that the fixed term extension be subject to termination by either party providing at least one month's notice in writing to the other.

Approved By:



Darren Tilley

Date: 23rd August 2019

Reasons for Decision

1. To ensure that service levels would be maintained across four venues over 7 days, plus a potential additional venue from October.
2. To provide additional corporate management support, due to current and forthcoming work commitments, including management of the Shakespeare Park Improvement Project and transfer of Braunstone Town Library to the Town Council's management, pending a review of the organisation's staffing arrangements in spring 2020.

List of Background Documents

- None.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.