

Decision under Delegated Powers

Officer Requesting Decision

Simon Gibson – Town Hall Manager

Officer Making the Decision

Rob Mitchell – Chief Executive

Recommendation

That a 4 hour per month Duty Supervisor role is added to the establishment for the period 1st November 2024 to 31st March 2025, within the Town Hall cost centre T001.

Reason

To support the two Duty Management staff in the delivery of the extensive programme of events and shows at the Town Hall.

Authority for Decision

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications.

Decision and Date



Rob Mitchell – Chief Executive
28/10/2024

Background

Loughborough Town Hall (LTH) has two Duty Managers within its front of house team who continually work over their contracted hours to deliver the extensive events and show programme at the venue.

During periods of illness and annual leave filling their roles can be problematic, the additional support of a Duty Assistant will build capacity into the venues staffing structure.

This post will cover a temporary period from the 1st November 2024 to 31st March 2025.

A service pressure has been made for the 2025-2026 financial year however the need for this post to be created is necessary immediately particularly as we move to the busy Christmas Pantomime season.

Comments from HR

HR Adviser: Nicola Ward (18/10/24)

To be advertised as a Fixed Term post to cover the specified duration (01/11/24 - 31/03/2025). Standard process to be followed for recruitment to Fixed Term contract posts.

Financial Implications

These figures are based on 2023/24 rates & have been increased by 5% as an estimate for the 2024/25 pay award.

Grade C spc 8 (bottom) hourly rate $12.8037 \times 5\% = £13.4439$ + oncost c38% = $£18.5526 \times 120\text{hours} = £2,226$

Grade C spc 12 (top) hourly rate $13.6947 \times 5\% = £14.3794$ + oncost c38% = $£19.8436 \times 120\text{hours} = £2,381$

This additional one-off cost is required for the 2024/25 panto season to ensure adequate cover & can be funded through the additional panto income generated.

It should be noted that an option for change for additional staffing £12.7K has been included as part of the 2025/26 budget process.

Risk Management

The following risks have been identified:

- Increased staffing pressures to deliver events and shows effectively.

Key Decision: No

Background Papers: None