

## **Report to the Cabinet**

**Report reference:** C-067-2009/10  
**Date of meeting:** 21 December 2009



**Portfolio:** Leader of the Council

**Subject:** Town Centres Officer – Temporary Cover.

**Responsible Officer:** Kassandra Polyzoides (01992 564119 ).

**Democratic Services Officer:** Gary Woodhall (01992 564470).

---

### **Recommendations/Decisions Required:**

**That the proposed temporary cover of the Town Centres Officer post be approved.**

### **Executive Summary:**

A motion was presented at full Council on 3 November concerning Queen's Road business rates and support for town centres. It was resolved that Council "requests that the Cabinet provides appropriate temporary cover for the post of Town Centres Officer until the current postholder is able to return to work". There are two possible options for covering this post, one would be to recruit a more experienced project manager, ideally with a basic understanding of town centre partnership working. The second option is recruiting someone with administrative experience to address the existing backlog of work, responding to emails and other correspondence and liaising with other colleagues and partners.

### **Reasons for Proposed Decision:**

Full Council request for temporary cover of the Town Centres Officer position.

### **Other Options for Action:**

In addition to the two options outlined herein, a further option is to do nothing.

### **Report:**

1. It is recognised that the Council would be fortunate if in seeking temporary cover it were able to recruit an individual with previous experience in this precise role. Nevertheless, it is deemed that Officers will be able to seek candidates with sufficient generic and transferable skills (e.g. project management, communication, marketing and administration) to be able to tackle the most significant elements of the role.
2. Alternatively temporary cover could be provided by an administrative role. This type of temporary post would deal mainly with the back log of emails and correspondence and provide some support to Town Centre partnerships but not take on other tasks such as marketing, event and project management tasks.
3. Temporary cover will be sought from recruitment agencies and the position will be

granted a three month fixed contract with ongoing extension as is required in the immediate term.

4. Discussions with several local recruitment agencies indicate that the recruitment of candidates with project management, communication, marketing and administration skills will cost in the region of £3120 per month (approx. £20 per hour) based on the council's standard full-time hours. An administrative role will cost in the region of £1,350 per month (approx. £ 9.40 per hour)

**Resource Implications:**

As outlined above. It is recommended that costs are covered from the DDF underspend from the Town Centres Officer post. At the current time there is sufficient underspend to fund the more experienced level temporary cover for a period of three months.

**Legal and Governance Implications:**

N/A.

**Safer, Cleaner and Greener Implications:**

N/A.

**Consultation Undertaken:**

N/A.

**Background Papers:**

N/A.

**Impact Assessments:**

Risk Management

None.

Equality and Diversity

*Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications?* No

*Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?* No

*What equality implications were identified through the Equality Impact Assessment process?*

N/A

*How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?*

N/A