

Agenda item 12

For ratification: New post – Marketing & Communications Administrator (20hrs)
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Summary

This report details the case for creating a new post which is cost neutral as it is paid for by another staff member requesting to reduce their hours while delivering the same elements of the work programme. We will endeavour to answer any questions at the meeting but if you require any specific information, please let me know beforehand at swilliams@frometowncouncil.gov.uk

FTC's Economic Development Project Officer Vivienne Whittaker made a flexible working request to reduce her working hours to three days per week.

After consideration and consultation with the Leader, the Mayor and the chair of this committee it was agreed that FTC would accommodate Viv's request and to proceed with the plan described below that will enable us to continue to deliver the parts of the post that Viv would no longer be leading on.

We decided to transfer the two days salary into the Marketing and Comms team. The reasoning was that this team is already so involved in event delivery that taking on the responsibility for the delivery of the business events was easier and sensible.

Given that it was a cost neutral we agreed to create a new post to cover the parts of her post that Viv would no longer deliver. Between us we decided that, the best way forward was for the new post to be three days a week on an administrator grade. In effect, one full time post (Viv's post) is being split into two. It was decided to proceed and recruit so that there wasn't a gap when Viv started on reduced hours.

Laura Flaherty is returning soon from maternity leave and Chloe Bray, her maternity leave cover, would have to leave. However, Chloe's skills fitted the job description of the new post and we thought there may be other members of staff who might have liked to apply.

Therefore, we advertised internally only in the first instance. In the event, Chloe was the only applicant and was appointed.

Recommendations

Cllrs are requested to ratify the following decisions made by the Clerk:

1. Split the full-time economic development projects officer post into two permanent part time posts
2. Note the successful recruitment of one of these posts – the Marketing and Communications Assistant
3. Note that the current Economic Development Projects Officers post holder will be working three days a week from September 2019.