

Bolsover District Council

Meeting of the Employment and Personnel Committee on 17th April 2024

Creation of an Additional Communications Officer Post

Report of the Leader of the Council

Classification	This report is Public.
Report By	Pam Brown, Director Executive, Corporate Services and Partnerships

PURPOSE/SUMMARY OF REPORT

- To seek approval for the creation of an additional Communications Officer post to improve the capacity of the overall team to meet the growing demand in terms of Media and Digital communications technology and expertise.
- To seek agreement to recommend to Council for the approval of a budget to enable the appointment to the new post.

REPORT DETAILS

1. Background

- 1.1 A staffing review of the Communications Media and Design Team has been undertaken in the last few months due to the increasing responsibilities becoming evident as the team has had to evolve with demanding digital and media activities.
- 1.2 A lot of the increase in demand has meant that capacity to cope with daily tasks, improve expertise and learn new skills has impacted on quality, timescales, and workload of the existing team.
- 1.3 The emergence of new technology, the creation of a Bolsover TV channel, operating drones, filming and editing video footage, working more closely with local communities are all additional activities and requirements of the work the team undertake.
- 1.4 The team, as part of the review, are moving to a multi-tasked approach to the workload where any of the existing team can undertake each other's tasks and activities to improve flexibility with demand.
- 1.5 Due to the expanding workloads and expertise the requirement to increase the team by 1 Full Time Equivalent (FTE) post of a Communications Officer is proposed.

2. Details of Proposal or Information

2.1 The current structure being reviewed is as below:

Communications, Design and Marketing Manager – Grade 8 reporting directly to the Director Executive, Corporate Services and Partnerships

Communications Officer – Grade 6
Graphic Designers x 2 – Grade 5

2.2 It is proposed to increase the Communications, Media, and Design Team by 1 FTE post mirroring the existing post of Communications Officer (Post No. CMD***).

2.3 Members should be aware that all posts in the Communications, Media and Design Team are subject to a job evaluation review. The current grade for Communication Officer is Grade 6. This may increase as a result of this review.

3. Reasons for Recommendation

3.1 Consultation has already taken place between staff involved and the Unions to meet the requirements of the Job Evaluation process.

3.2 The creation of an additional Communications Officer post requires approval prior to recruitment.

3.3 Whilst the current staffing is under review the need for an additional member of staff does need to be agreed by the Employment and Personnel Committee and if approved, then for ratification to full Council.

4 Alternative Options and Reasons for Rejection

4.1 To continue with the current staffing provision will not allow for the workload to be met through capacity, skills, and knowledge, which will affect timescales, quality and standard of the work required.

RECOMMENDATION(S)

1. That the Committee considers and supports the creation of 1 FTE additional Communications Officer within the existing Communications, Media and Design Team as set out in the report.
2. That the Committee recommend to Council that a budget be created to fund the new post via the Council's General Fund.

Approved by the Leader of the Council, Councillor Steve Fritchley

IMPLICATIONS.

Finance and Risk: Yes No

Details: The cost of an additional post of a Communications Officer on the current grade using the existing pay scales which include the agreed 2023/24 pay award only, would be:

Salary costs including national insurance and superannuation (subject to a pay award increase in each year)	Financial Year
£38,810	2024/25
£39,574	2025/26
£41,095	2026/27
£41,892	2027/28

The cost of an additional post of a Communications Officer on the basis that on review, the grade is increased to grade 7 (subject to Job Evaluation of an existing post), using the existing pay scales which include the agreed 2023/24 pay award only, would be:

Salary costs including national insurance and superannuation (subject to a pay award increase in each year)	Financial Year
£43,033	2024/25
£44,204	2025/26
£45,411	2026/27
£46,657	2027/28

The provision of IT equipment would also be an additional cost, estimated to be no more than £3,000.

These costs are not included in the Medium-Term Financial Plan and would fall as additional costs to the General Fund.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: There are no legal implication arising from this report.

On behalf of the Solicitor to the Council

Environment: Yes No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details: n/a

Staffing: Yes No

Details: Costs relating to the creation of a new post as outlined above. The Council's policies and procedures will be followed for recruitment to this post.

On behalf of the Head of Paid Service

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies.</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No

District Wards Significantly Affected	
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy, and Environment.

All linked through the promotion of services we provide to local residents.

DOCUMENT INFORMATION

Appendix No	Title

Background Papers

(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).

None