

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 16 th July 2020	Ref No: BGI0045
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status:	
Title/Subject matter: ERDF funded Town Centre Safe Reopening Fund – Fixed Term dedicated post to support SMEs (Small, Medium Enterprises) to reopen and remain open safely.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) in accordance with Council Policy	
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	

Details of Operational Decision Taken *[with reasons]:*

£50 million ERDF monies have been made available under the banner of the Town Centre Safe Reopening Fund. Bury is able to access £169k from this fund.

The funding is very clearly intended to support safe reopening of SMEs and the associated guidance specifies that the fund must be used to subsidise the introduction of temporary measures over and above planned work.

There are a number projects that are being progressed to aid the safe re-opening, including:

Communications – advertising the 'keep safe' message across the Borough on available space. This includes bill boards, telephone kiosks, rear of buses;

Business materials – posters / signage / stickers that businesses can request to ensure that their premises are able to put social distancing measures in place;

Business advice – employ temporary resource to specifically provide advice to businesses on how they can open safely and operate in a safe manner (including helping to fill in the required application, risk assessments, sign posting etc). Resource could be mobile and have 'surgeries' in respective centres for local businesses;

Physical materials – this can include barriers to provide identifiable trading areas or manage queues outside premises or to help provide temporary materials to stop up roads. This can also include temporary footpaths to extend space for business (e.g. to cover parking bays);

This is a request to authorise the recruitment of a dedicated small business support officer.

Business advice – employ temporary resource to specifically provide advice to businesses on how they can open safely and operate in a safe manner (including helping to fill in the required application, risk assessments, sign posting etc.). Resource could be mobile and have 'surgeries' in respective centres for local businesses;

For speed a Job Description and Person Specification has been utilised as the basis for this role in order quickly establish a pay grade for this post.


The JD and PS used as a baseline for the post is that of Enforcement Officer which has been evaluated and moderated to a scale 10 (27,905 – 30, 507).

The post will be fixed term until the end of March 2021. This may be reviewed as we are seeking clarity to the length of contract allowed under this funding.

In order to comply with ERDF guidance the post details will be shared through the following channels at the same time:

- Internal secondment
- Reed
- Employ GM
- GM Growth Hub
- GM Greater Jobs

The post documents will be required to have the ERDF logo on.

Decision taken by:	Signature:	Date:
Executive Director or Chief/Senior Officer		17.7.20
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**