

# OFFICER DELEGATION SCHEME RECORD OF DECISION

<b>Date:</b> 27 <sup>th</sup> May 2025	<b>Ref No:</b> PLACE BGI143
<b>Responsible Officer:</b> Tracey Flynn – Service Manager, Business and Investment	
<b>Title/Subject matter:</b> Establishment and recruitment of fixed term posts	
<b>Budget/Strategy/Policy/Compliance:</b>	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
Is publication still required? (see guidance)	Yes

**Item for decision:** *[funding allocated to the roles with reasons]*

Approval to recruit to newly created fixed term vacancies. (external funding)

Bury Council has received funding to deliver the following activity:

**Inclusive Economy Lead** Funding via GMCA (UKSPF) to add capacity to Work and Skills Teams. Value Of £120,000. This post will oversee the In-Work Progression and the WorkWell delivery. **2 years fixed term - £109,232 + increments and pay increases.**

**In-Work Progression** 4 payments to the value of £400,000. This funding will fund 4 posts to deliver the activity. 1x Team Leader, 2 x Work and Skills Officers & 1 Project Support Officer. The funding will not be entirely used to cover the posts. A full costing of the posts has been submitted as part of the bid with a 5% buffer for pay increases. **12 months fixed term - £127,250 (potential to extend subject to funding)**

**Economic Inactivity Project Manager** - this post will oversee the internal delivery of Bury's pilot, commissioning of external delivery and monitoring, reporting and evaluation. Economic Inactivity Trailblazer Funding The GFA is due to be shared with Bury Council Legal Team w/c 2<sup>nd</sup> June25. The funding is £644,000 to be spent by April 2026. A proportion will be used to fund the post.

**12 months fixed term - £51,250**

**Place Marketing and Business Development Officer (UKSPF)** – To create engaging, educational, and entertaining content with a positive message for a wide range of marketing platforms to promote Bury to its residents, businesses, visitors and inward investors.

The role will highlight key regeneration developments and provide latest news stories, details of consultations, investment opportunities and initiatives within the Place Directorate and across other directorates and partnerships. **12 months fixed term - £42,802**

The above posts are part of the wider ambition of Greater Manchester to build an integrated work, health and skills system to support inclusive economic growth, reduce dependency and demonstrate with evidence a case for further devolved funding.

Total – c£330,534 for posts.

Total funding that can be drawn down = £1,224,000

Approval to recruit to newly created vacancies NB: Chief Officer graded roles require AD HR and AD Finance approval		Yes
<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director:		30/05/25
Approved by HR Business Partner	Simon Peet	02/06/25
Advised by Finance Business Partner	Mel Cunningham	30/05/25
Approved by Tim Normanton Assistant HR Director		30/05/25
Chief Officer graded roles: Assistant Director of HR		
Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant		
<b>Member Consulted (only if applicable) [see note 4 below]</b>		

**Notes**

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

**EXPENDITURE APPROVAL TABLE**

<b>Approval Limit</b>	<b>Approval By (in consultation with Finance &amp; HR Business Partner)</b>	
Over £500,000	Cabinet.	
Over£250,000 to £500,000	Chief Executive	
Over£100,000 to £250,000	Executive Director	
Over £50,000 to £100,000	Director/Assistant Director	
Over £10,000 to £50,000	Head of Service	
Up to £10,000	Service Lead	

**For Chief Officer Graded Roles:**

Assistant Director HR Approval
Assistant Director Finance / Chief Accountant Approval