

Item 65
Staffing Matters - Development Manager Post

Background

The Development Manager has been with the Town Council since November 2020. This was a new post created to support the Town Clerk in the development, promotion, and operation of town events. Direction of the post currently comes through the Community Engagement Committee.

It was agreed that the position would be part time at 25 hours a week and would be on a fixed scale point of SCP 25.

Development Manager Appraisal

The appraisal of the Development Manager has taken place for 2022 with the Town Clerk and the Chair of Community Engagement Committee. Over the past 12 months the Development Manager has taken full responsibility for events requiring little direction from the Town Clerk. In addition, by having this staff role, the Town Council has been able to draw in funding from outside bodies far exceeding the level set in the job description, and the resulting projects are primarily implemented by the Development Manager:

£94,000 – Fringe Festival and Drive in Cinema

£23,500 – Energy Arts Project

£10,000 approx – Welcome Back to the High Street Fund

£20,000 – Mindfulness/Jubilee Garden/Commonwealth Baton Relay

Key events that the Development Manager has developed and overseen have included:

Monthly Artisan Markets

Jubilee Big Celebration

Creation of Newsletter

Improvements to the bar area in the theatre

Improving the quality of marketing materials and collateral

Increasing our presence on social media and respond to queries via Facebook

Increased the quality and variety of the product being offered in Rugeley

Liaise with businesses in the town to maximise development opportunities

Scale Ranges

Local Authority salaries can be either a fixed salary or can be offered in a scale range. The current salary for the Development Manager is fixed at SCP 25 which falls within the Scale Range LC2 SCP 24 – 28. The proposal from Finance and Management Committee is that the Development Manager Post moves from a fixed-point salary to a scale point in a ranged salary within SCP 29 – 32. The guidelines from NALC are that the post must demonstrate that:

- The job requires practical and procedural knowledge across a specialist area
- The job requires judgemental or creative skills exercising advisory, guiding, negotiating or persuasive skills
- The job involves working within recognised procedures within which the job holder is required to organise their own workload
- The work involves the allocation of work to a small group or team and the direction of staff
- The job involves being accountable for considerable expenditures from an agreed budget or equivalent income.
- The job involves considerable direct responsibility for physical resources.

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Recommendation

Councillors are asked to consider changing the salary for the Development Manager to recognise the quality and breadth of work required. Cllrs to consider recommending to Full Council that the Development Manager post moves from a fixed scale point to a salary within the grade LC2 (SCP 29 – 32) (see table below).

Development Manager Salary Table		
LC2 Salary Scale (substantive benchmark range)	Full Time Salary	25 Hours per week
SCP 24	£29,174	£20,260
<i>SCP 25</i>	<i>£30,095</i>	<i>£20,898 current fixed salary point</i>
SCP 26	£30,984	£21,515
SCP 27	£31,895	£22,148
SCP 28	£32,798	£22,775
LC2 Salary Scale (above substantive benchmark range)		
SCP 29	£33,486	£23,254 <i>new salary would start at this point</i>
SCP 30	£34,373	£23,870
SCP 31	£35,336	£24,539
SCP 32	£36,371	£25,258