

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

5 September 2016

Report of the Head of Corporate Strategy and Democratic Services - K.Jones

Matter for Information

Wards Affected: All Wards

Officer Urgency Action re: 0014

Establishment of a Grade 5 Business Support Officer Corporate strategy and Democratic Services

Details of the above Urgency Action taken by the Head of Corporate Strategy and Democratic Services in consultation with the requisite Members for immediate implementation on 20 July 2016,

The Urgency Action Decision is to create a grade 5 Business Support Officer Post that will operate Peripatetically, Covering Staff Members when they are absent from work, e.g the Secretaries, the Leader and Chief Executive, whilst also supporting the Head of Service and Management Team to progress priority projects within the Business plan 2016/17.

Resolution:

That a grade 5 Business Support Officer post be created with immediate effect, reporting to the Head of Corporate Strategy and

Democratic Service. The expenditure can be met within existing budget guidance.