



HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
 (For approval below the above amounts use Form 1)

Date of Decision:

22-04-2020

Officer Making Decision:

Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision:

This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised:

Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest

No

<p>Description of funding request/reduction in income request</p>	<p>Hartlepool Support Hub is a newly established service that has been developed in response to the COVID19 pandemic. The hub provides critical support to vulnerable people in the Hartlepool community who are shielding, self-isolating or socially isolated.</p>
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	<p>The hub was established in a number of days, staff were deployed to a range of roles and an accelerated induction and training was given. An analysis of early operations supported the development of systems and processes to support everyone to fulfil their roles successfully.</p> <p>Staff involved in the hub have 'stepped up' and made a significant contribution to the coordination, development and ongoing operations of the hub.</p> <p>The roles staff are fulfilling are new and reflect the specific impact of responding for Covid-19, therefore no job description or person specification exists. It was agreed by CMT SG on 3 April that new temporary roles could be established and matched against similar roles elsewhere within the Council (without the need for formal job evaluation). This will allow those with a substantive post at a lower band to receive a temporary contract variation for the time they are fulfilling additional duties within the Hartlepool Support Hub supporting the Covid-19 response.</p> <p>The temporary payment will also be applied on a pro rata basis to Contact Centre staff when they are fulfilling these responsibilities. This currently equates to approximately one third of their hours.</p>
<p>Value (this should be total cost)</p>	<p>Actual costs incurred will depend on the number of staff working in the temporary roles each week and the substantive roles of those staff. This has initially be estimated at up to £20,000 for a 3 month period.</p> <p>Claims will be submitted on a monthly basis, so actual costs will be updated monthly. April's claims (to be paid in May) should give a good indication as to likely financial impact.</p>

Period Covered	23 March onwards
Approach adopted by other Tees Valley Council	Different models exist for Support Hubs in each of the LAs with some using VCS organisations and others operating Hubs in-house. No comparable information available on costs at this stage.

Signatures for retained copy only

Chief Executive - Gill Alexander




Decision made in consultation with:


Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



DIRECTOR OF FINANCE & HR

