

## Decision under Delegated Powers

### Officer Requesting Decision

Sport and Active Recreation Manager

### Officer Making the Decision

Strategic Director Communities, Planning and Housing

### Recommendation

That approval is given to re-new the full-time fixed term Community Physical Activity, Health and Sport Assistant post M223, 37 hours per week for a 12-month period, to commence from the start date of the successful applicant (approx. start date 1st September 2022). The successful postholder will report to Senior Sports Development Officer H582 in cost centre L035

### Reason

To ensure that Charnwood Borough Council benefits from a funding opportunity available from Active Together (County Sports Partnership) to develop a local graduate trainee workforce.

The Community Physical Activity, Health and Sport Assistant (Graduate Trainee) has an important role in supporting the delivery of projects led by Active Together and local authority partners to improve the access and quality of sport, physical activity, and health opportunities across the county. In total 7 Graduates are employed by 7 local authority partners across Leicestershire.

On the 11th of June 2021 approval was given to recruit a full-time graduate for 19 months. (DD1142021). The current postholder has handed in their notice and their last working day will be 14th August 2022.

Permission to recruit to this 12-month post (commencing September 2022) was approved by SLT on 27th July 2022.

### Authority for Decision

The delegated function of the Head of Paid Service (Chief Executive) to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications be assigned to Strategic Directors and Heads of Service, subject to such decisions:

- Relating solely to staff within the Strategic Directors /Head of Service's responsibility;
- Being within the existing budget for the service;

- Not resulting in the creation or deletion of posts, or potential redundancy situations;
- Only affecting officers graded PO4 and below, and
- Only being taken after consultation with the Council's Human Resources Service, Financial Services and Legal Services where appropriate.

### **Decision and Date**

Approved 18<sup>th</sup> August 2022  
Eileen Mallon

### **Background**

In April 2011 Active Together formerly Leicestershire and Rutland County Sports Partnership received several additional funding streams related to Children and young people. These included Sportivate, Sport Makers, Community Sport Satellite Clubs, School Games and Change 4 Life clubs. Active Together reviewed the requirements of each funding stream and in partnership with the seven districts of Leicestershire, Leicester City and Rutland agreed to develop a local graduate trainee workforce deployed locally and supported centrally by Active Together

Over the last eight years, the LRS Graduate programme, has successfully supported 80 graduates over a 12- 19-month period. The graduate programme has been very successful in terms of providing the necessary skills and experience for candidates to progress into full time employment following their placement. Of the graduates who have completed the programme since its inception 90 per cent participants have progressed into roles within the sport, physical activity, and health sector.

Along with many areas, the sport and physical activity sector continues to come under significant financial scrutiny and budgetary pressures, leading to limited local capacity. The sector has limited entry-level positions and graduates find it difficult to get interviews often due to not having relevant experience. This scheme provides an excellent opportunity to work closely with local HE/FE Degree awarding institutions.

The Community Physical Activity, Health and Sport Assistant Post will:

- provide support for the delivery of local Physical Activity Strategic Commissioning priorities to reduce physical inactivity and raise participation in identified target groups.
- assist with the design, development and delivery of sport/health/physical activity programmes that address social development needs e.g., community safety, public health, social barriers, and personal motivations.
- support with the collection and analysis of monitoring and evaluation data and insight to shape programme delivery and ensure that objectives are met.

Charnwood Borough Council are required to host the Charnwood post providing a desk, telephone, laptop etc. and be involved directly in the recruitment process. In addition, the Senior Sports Development Officer will take responsibility for supporting the graduate's professional development and will be responsible for the deployment, operational and management issues of the post.

Active Together will assist with recruitment and will coordinate CPD in conjunction with the host local authority.

This is a 12 - month commitment. Future years would be dependent on the value and impact of the scheme.

The scheme provides an excellent opportunity to increase local capacity to deliver and drive a joined-up sport, physical activity, and health agenda at a local level, aligning planning and resources effectively.

### **Comments from HR**

HR Adviser: Nicola Ward (21/07/2022)

Normal recruitment process to be followed.

### **Financial Implications**

Calculations for the new employee for Post M223 are based on the following:

12-month fixed term post is; £28,100 broken down as follows:

2022/23 01/09/22 to 31/03/23 7 months spc4	£15,800
2022/23 car allowance estimated £50pm	£ 350
Total	£16,150
2023/24 01/04/23 to 31/08/23 (inc. increased oncosts est. 1.5%) spc 5	£11,700
2023/4 Est car allowance £50pm	£ 250
Total 2023/24	£11,950
Total	£28,100

The post will be fully funded externally. Funding Breakdown is as follows;

Balance bought forward from current vacant post - £5,639  
DD1142021 X520 External monies already received - £12,126  
Active Families X545 External ring-fenced monies already received (can be re-purposed) - £10,000

Estimated balance to be funded by X545 - c£335 this figure does not include any estimate for a 2022/23 pay award, but this will also be funded out of X545.

The current post holder will also be paid 6 days leave that will also be funded out of X545.

**Total funding £28,100**

### Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to employ a graduate trainee would impact in the Borough Council achieving local sport and physical activity priorities.	Remote (1)	Major (4)	Low (4)	Delivery of post dependent on external funding.

Key Decision: No

### Background Papers:

- Graduate trainee Job Description and Person Specification - June 2013
- 2013 Sports Graduate Trainee Programme Advert
- Leicestershire and Rutland Sport (LRS) Board paper - May 2012 Graduate Trainee Programme - Agenda Item 9
- DD 09/12/13
- DD35 13/14
- DD 32 14/15
- DD43 15/16
- 2015 & 2016 Sports Graduate Trainee Programme Advert
- DD 51 16/17
- 2017 - Sports Graduate Trainee Programme Advert
- April 2019 - Updated Community Physical Activity, Health and Sport Assistant Job Description and Person Specification
- DD054 2019
- SLT recruitment Approval Form 5th May 2021
- May 2021 Advert, JD and PS for the post
- DD114 2021
- SLT Approval - Recruitment Form 27th July 2022