

## Decision under Delegated Powers

### Officer Requesting Decision

Group Leader Development Management

### Officer Making the Decision

Head of Planning and Regeneration

### Recommendation

That four placements are made to the role of Data Entry Assistant to assist in the Planning and regeneration Digitisation project for six months under the Kickstart Scheme from 1 April 2021.

### Reason

To assist in the digitisation of planning records.

### Authority for Decision

Generally, Heads of Service have delegations under the scheme of delegation for all operational management matters for those functions and service areas for which he or she has responsibility. They also have delegated authority to enter into contracts up to £50k in value.

### Decision and Date



26 February 2021

### Background

The Planning and Regeneration Service is required under the Planning Act to maintain a publicly accessible planning register of planning applications in the Charnwood Borough Council administrative area dating back to 1947. It is a service objective to make as much of this register available in digital formats online to aid the digital by choice agenda and to improve accessibility to the public record. The number of applications held on the database is very significant and is growing exponentially as the population increases and from the pressure of the growth agenda.

An online digital record is held from c1993. Prior to this time, records are held on microfiche records with a paper based index. The first step to digitising the historical record is to transcribe the paper index into an electronic database. This will enable electronic searches of the register to identify if records exist for a property or area of land if not provide access to the actual file, which will

remain on microfiche. Step 2 of the approach is to digitise the microfiche record and link it to the index.

Progress on the digitising project has not been made due to a lack of resource for this activity. The 'Kickstart' project provides an opportunity to create a post for four people to gain work experience and to assist the service achieve step one of its digitisation project.

Kickstart is a new Government scheme providing funded job opportunities for young people aged under 25 who are at risk of long-term unemployment. The job placements need to be completely new roles and will support the participants to develop the skills and experience they need to find work after completing the scheme.

The programme will be co-ordinated locally in partnership with Loughborough College. Loughborough College will provide mentoring and training support for each person on the scheme.

Potential candidates are selected by Job Centre Plus Coaches for interview by council staff.

### Proposals

Charnwood Borough Council has been allocated 5 posts under the Kickstart scheme. Following an expression of interest made earlier in 2021.

This delegated decision covers four of the five placements under the Kickstart scheme for Charnwood and relates specifically to the new post of Data Entry Assistant in the Planning and Regeneration Service. The post will support the digitisation project as outlined above for six months from 1 April 2021.

Each of the Kickstart placements will be working on a fixed term six-month contract for 25 hours per week. Under the scheme, each participant will be paid at national minimum wage levels for the 25 hours they work a week. The national minimum wage rate for 21-24-year-old will be £8.36 per hour from 1<sup>st</sup> April 2021.

The salary and add-on costs can then be claimed back from the DWP (via Loughborough College) on a monthly basis in arrears. This includes associated employer National Insurance and employer minimum automatic enrolment pension contributions (at 3% compared to LGPS contributions of 24%).

The Senior Payroll Officer has estimated that the difference between what we pay under the LGPS and the minimum automatic enrolment pension equates to approximately £1,123 for each placement over a six-month period.

A £1,500 starter grant is also claimable by the Council for each successful starter. The council will need to pay Loughborough College a fee of £750 per placement to cover training and mentoring support.

Overall, once the various salaries and grants have been claimed and the relevant costs paid. Each placement will cost CBC a total of approximately £373 over the six-month period. This will be funded through budgets in the Development Management Group.

### Comments from HR

HR Adviser: Sally Dobrowolska (completed by Anna Cairns) (25/2/21)

How this is proposed to be recruited to, there will be HR Admin involvement regarding advertising. Once candidates have been appointed, new starter documents will need to be completed as normal for Fixed Term employees.

### Financial Implications

The proposal is likely to cost £1,493 in 2021/22 and can be met from existing budgets in cost centre P499.

### Risk Management

<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall Risk</b>	<b>Risk Management Actions Planned</b>
That candidates prove to be unsuitable	Unlikely (2)	Minor (1)	Very low (2)	Ensure testing as part of the interview process to ensure that appropriate skills and disposition are secured.

### Key Decision

No

### Background Papers

None