

Decision under Delegated Powers

Officer Requesting Decision

Business Support Manager

Officer Making the Decision

Chief Executive

Recommendations

1. That the Council enters into a partnership agreement with Melton and Rushcliffe Borough Councils from 1st April 2017 - 31st March 2019 to deliver a project grant funded by the Armed Forces Community Covenant. This partnership agreement will include a governance board comprising key council officers from each partner.
2. That approval be given to create a new full time post of Community Covenant Development Officer, for a fixed term period until 31st March 2019 with a start date of the successful applicant expected to be 1st July 2017. This post will report to the Children Families and Partnership Manager Post M239 in cost centre L016.

Reasons


To enable a two year project to improve the delivery of the Armed Forces Community Covenant pledge in Charnwood, Melton and Rushcliffe Borough Council areas.

Authority for Decision

In accordance with the scheme of delegation of Council Functions to the Head of Paid Service, item 6 allows the Head of Paid Service "to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case".

Decision and Date

APPROVED



18 MAY 2017.

Background

Charnwood Borough Council signed the Armed Forces Community Covenant in 2013 and has developed an Action Plan aimed at delivering the Covenant aims. There is a wide range of work which can be done to improve delivery and, responding to the national Covenant recommendations in the report "Our Community, Our Covenant" we have secured funding for a two year post to support a development project delivered jointly with Rushcliffe and Melton Councils as principal partners, and a further number of partners on elements of the project.

HR Implications

The only potential concern I have raised, relating to hosting this post, is the potential for an employee to be appointed with continuous Local Authority service who will be entitled to a redundancy payment at the end of the fixed term contract. This has now been incorporated as a risk below. While this is a risk for all fixed term appointments, in this case, I would suggest that there is a simple written agreement between the 3 councils outlining how any potential redundancy costs will be shared. As the host authority, Charnwood would be contractually obligated to pay these potential redundancy costs.

Gayle Baker, Charnwood HR Manager (Strategy).

Financial Implications

Charnwood Borough Council will receive a total of £97,000 from the Armed Forces Covenant fund over a 2 year period.

The total salary cost for this post for 37 hours at the top of scale SO2 (spc 34) including full on costs is £73,800 for 21 month period from 1st July 2017 to 31st March 2019, assuming a 1% pay award and increased on costs for 2018/19. Job Evaluation was undertaken through the Hays Scheme.

Estimated car allowance including essential user is £4200:

- Essential car user essential £115 x 21 months = £2415 + £1800 usage over 21 months = £4215

therefore the cost of the post for the 21 month period is £78,000 which is to be externally funded via a grant from the Armed Forces Covenant Fund, meaning no financial implication for the council.

An expenditure Budget of £19,000 over 2 years is split as follows:

17/18 £9000

18/19 £10,000

As this post is for a fixed term of less than 2 years there are no redundancy costs except where an appointment may be made of an existing council employee who is not able to take the post on a secondment basis from their substantive post or a new employee with continuous Local Authority service. In this case, the post holder is likely to have entitlement to a redundancy payment based on their continuous service. The three partners recognize this and the possibility is included as a risk below, and a formal agreement about how any potential costs will be funded will be entered before an offer is made. Any underspend on the budget will be retained as contingency against this potential payment and any shortfall in Charnwood Borough Council's share of the costs at the time of a potential redundancy will be taken from Reserves, as agreed with the Head of Finance and Property Services

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to deliver the project would impact on the ability of the three councils to provide an improved level of service to the Armed Forces Community, and impact the Councils' reputations	Unlikely	Moderate	A project governance board and project management structure will be put in place to closely monitor progress and reporting is also expected half yearly by the AFC Fund before further funding is released
There is a possibility that the person appointed to the post may have continuity of service from previous council employment. In this case, a redundancy payment may be due if the post is not extended or made permanent at the end of the fixed term period	Moderate	Moderate	A formal agreement about how any potential costs will be funded will be entered before an offer is made. Any underspend on the budget will be retained as contingency against this potential payment and any shortfall in Charnwood Borough Council's share of the costs at the time of a potential redundancy will be taken from Reserves, as agreed with the Head of Finance and Property Services

Key Decision

No

Background Papers

