

Decision under Delegated Powers

Officer Requesting Decision

Children, Families and Partnerships Manager

Officer Making the Decision

Head of Neighbourhood Services

Recommendation

1. That approval be given to extend the post of Community Covenant Development Officer (M330) on 30 hours per week from 1st August 2020 until 31st March 2021. This post will continue to report to the Children, Families and Partnerships Manager in cost centre L016.
2. To delete temporary post M361, Community Covenant Officer, from the establishment.

Reason

1. To enable the project to improve delivery of the Armed Forces Community Covenant in Charnwood, Melton and Rushcliffe Borough Council to continue.
2. As this temporary post is vacant and to enable the extension of post M330.

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".

This has been delegated to Heads of Services in certain situations (DD 28 11/12), which this falls within.

Decision and Date

Julie Lobson 6/3/20

Background

Charnwood Borough Council, together with Melton and Rushcliffe Councils, have secured funding for two projects aimed at identifying and supporting hard to reach Armed Forces service leavers and veterans. The need for such a service has been recognised by the MOD, and confirmed by research work undertaken as part of the existing MOD funded project (Strengthening the Armed Forces Covenant).

DD025 17/18 provided approval to create the post of Community Covenant Development Officer M330 until the 31st March 2019, evaluated at SO2, reporting to the Children, Families and Partnerships Manager Post M239 in cost Centre L016. The post is now on the establishment. The project is grant funded externally by the Armed Forces Covenant Trust Fund.

DD025 2019 provided approval to extend the post until 31st July 2020 on 30 hours per week. DD206 18/19 provided approval to fund post M361, Community Covenant Officer, until 30th June 2020 on 30 hours per week. The post holder of M361 resigned from their post and left in December 2019 and it has now been decided by the partnership to delete the temporary post M361 and continue with one post (M330) until 31st March 2021, continuing on 30 hours per week.

External funding is in place to fund this post until the 31st March 2021.

Reporting lines and cost centres are unchanged.

Comments from HR

HR Advisor: Anna Cairns (24/1/20)

Summary of Comments from HR:

This is in line with the Fixed Term Contract, please remember that any employment over 2 years in duration means the employee entitled to a redundancy payment at the end of the Fixed Term Contract.

A variation eform will need to be completed.

HR seen recommendations (both draft and final, if amended): Y

Financial Implications

Charnwood Borough Council received a total of £150,650 for Project 2 (Mobile Information Hubs) from the Armed Forces Covenant fund. The estimated balance for the period 1st August 2020 to 31 March 2021 is £44,000.

The costs associated with post M330 Armed Forces Covenant Development Officer – from the 1st August 2020 to 31 March 2021 are :

Salary with on costs	£24,400
Car allowances	£2,100
Estimated expenditure	£5000
Total	£31,500

The total cost is fully covered by confirmed external funding and means that there are no financial implications for the Council.

As this post holder does have continuous Local Authority Service and this extension extends the limit beyond 2 years there will be associated redundancy costs. These costs are estimated to be in the region of £9000.

However, before the establishment of and appointment to the post the three partners recognised that there was a possibility of associated redundancy costs and entered into a formal signed agreement about how potential costs would be shared and funded (as outlined in DD025 17/18). Any underspend from the MOD grant will be retained as a contingency against 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 at the time as part of DD025 17/18.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	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 on the Council's reputations	2 Unlikely	2 Significant	4 Low	A project governance board and project management structure are in place which closely monitors progress and reporting. The AFC Trust Fund also expect half yearly reporting and this is required before further funding is released.
The postholder may become entitled to a redundancy payment if their employment ends after the project	3 Likely	1 Minor	3 Low	A formal agreement about how any potential costs will be funded has been entered into with Melton and Rushcliffe Councils. Any

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
has been completed				underspend on the MOD grant will be retained as contingency against this potential payment and any shortfall in Charnwood Borough Councils' 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:

DD 025 17/18

DD 206 18/19