

Decision under Delegated Powers

Officer Requesting Decision

Sport and Active Recreation Manager

Officer Making the Decision

Head of Neighbourhood Services

Recommendation

That approval is given to:

- To extend the full time fixed term Graduate Trainee Sport & Physical Activity Development 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 2017).

Reason

To ensure that Charnwood Borough Council benefits from a funding opportunity available from Leicestershire and Rutland County Sports Partnership to develop a local graduate trainee workforce.

The graduate trainee post will expand the capacity to deliver a number of key national sport and physical activity initiatives locally providing invaluable support to the Active Charnwood Team and ensuring that a lasting legacy for the Olympic Games is achieved.

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.

That the delegated function of the Chief Executive to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts in any single case be assigned to Heads of Service, subject to such decisions:

- relating solely to staff within the 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 at PO4 and below, and
- Only being taken after consultation with the Council's Human Resources service.

Decision and Date

Julie Robinson 6/7/2017

Background

In April 2011 Leicestershire and Rutland County Sports Partnership (LRS) received a number of 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. Leicestershire and Rutland Sport 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 Leicestershire and Rutland Sport.

Over the last five years, the Leicester-Shire and Rutland Sport Graduate Sport and Physical Activity Scheme, has successfully supported 64 graduates over a 12 month period. In 17/18, a further 10 graduates will be recruited.

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 the 12 month placement. Of the graduates who have completed the programme since its inception (53), 44 participants have progressed into roles within the sport, physical activity and health sector. On occasions when graduates have secured full time positions part way through their 12 month term in post, LRS have successfully supported locality areas to re recruit from a holding list of candidates.

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.

This year (2017/18) each district including Rutland will again employ one full time 37 hour a week graduate trainee with the exception of Leicester City who will host two posts.

The 2017 graduate trainee Sport and Physical Activity Development Assistant Post (Legacy Maker) will assist Charnwood Borough Council's Senior Sports

Development Officer to deliver sport and physical activity opportunities to the residents of Charnwood, whilst gaining invaluable on-the-job training, and continuing Charnwood's reputation and commitment of developing young people.

The post will be responsible for the delivery of national initiatives locally such as, Satellite Clubs, and Community Sport Activation programmes and works with the School Sport Physical Activity Networks to support school games competition. The post will also assist in developing specific projects, programmes and initiatives to be delivered by Charnwood Sport and Active Recreation Alliance.

Based and hosted at Charnwood Borough Council the twelve-month post will include free membership to the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) and many training opportunities.

Charnwood Borough Council are required to host the Charnwood post providing a desk, telephone, pc 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.

Leicestershire and Rutland Sport will coordinate recruitment for all 10 posts throughout Leicestershire and will coordinate central CPD.

This is a one-year 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 school and community sport agenda at a local level, aligning planning and resources effectively.

HR Comments

HR Adviser: Anna Cairns, Charnwood HR Manager (advisory) (14/6/17)

This is in line with Fixed Term/Temporary employment; please note that if the employee is employed for over 2 years they will be entitled to a redundancy payment when the period of temporary employment ends.

The normal recruitment process should be followed.

Financial Implications

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

Full time 37hrs per week, start date - 01/09/17 for 12mnth period including full on costs starting bottom scale 3 - spc14 with automatic progression to spc15 wef 01/04/18 (2018/19 figure includes 1% estimated pay rise.

201718 1/9/17 - 31/3/18 - 7mnths spc14 £13,200

201819 1/4/18 - 31/8/18 - 5mnths spc15 £9,800

Total Salary £23K

Estimated car allowance £1K

Total £24K

(Figures calculated assume post holder is in the pension scheme)

LRS County Sports Partnership is funding £17050 towards this post. £6,950 will be funded as follows; £3500 from X566 and £3450 from L925 Fees.

There is no redundancy costs associated with this post.

In the unlikely event that this post is appointed at the top of scale 3 (spc 17) the total cost including car allowance would be £25,700, the additional cost would be funded from the CBC contribution as detailed above (L925 Fees).

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to employ a graduate trainee would impact in the Borough Council achieving local sport and physical activity priorities.	Low	High	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
- Leicester-shire 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