

## **Decision under Delegated Powers**

### **Officer Requesting Decision**

Improvement and Organisational Development Manager

### **Officer Making the Decision**

Chief Executive

### **Recommendations**

1. To create a new Apprenticeship post for a period of 2 years to the anticipated completion date of the Apprenticeship.
2. The post to be called a Business Improvement Apprentice
3. The post to be completed in line with the Apprenticeship Standard for Business Administration Advanced Apprenticeship.
4. The post will be 37 hours per week.
5. The rate of pay will be £5.60 p/h for the first year. In year two the postholder will receive the age related National Minimum Wage as defined by Government. The cost centre will be A200.
6. If aged 19 or over and past the first year, the rate of pay will be the appropriate National Minimum Wage rate for the apprentices age.
7. This post will be reporting to post number M206 Corporate Improvement and Policy Officer
8. The post will be part funded by the vacant post of M172 Improvement Support Officer in cost centre A200. This post is to remain frozen for the duration of the occupancy of the new Apprenticeship post. The vacant frozen post cannot be recruited to during the occupancy of the new Apprenticeship post.
9. The additional funds between the vacant frozen post and the Apprenticeship post is to be taken from the HR Salary budget (A020)
10. As the new post and the vacant post are in different cost centres, a virement will need to be completed.

### **Reasons**

This post has been created to provide support to the Improvement and Organisational Development Team to ensure effective and efficient delivery.

In addition the post will meet the requirements of the Governments' Apprenticeship Scheme.

### **Authority for Decision**

Authorisation of changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) is delegated to the Chief Executive (Item 6 on page 3-25 of the Constitution dated 14th August 2012).

## Decision and Date

APPROVED



1 August 2017

## Background

The IOD Team comprises Project Management, Performance Management, Learning and Organisational Development, Corporate Communications, Equality and Diversity and HR Contract Management.

Support has previously been provided to the team by the part time Improvement Support Officer. The role mainly focussed on supporting the Spotlight Performance Management process and Equality and Diversity.

The Improvement Support Officer post has now become vacant and the team wish to expand the role to a full time post and offer it as a 2 year Business Improvement Apprenticeship.

Additional funding has been secured from the HR Salary budget.

## Comments from HR

HR Advisor: Anna Cairns (6/7/17)

Comments: This is in line with CBC guidance regarding the appointment of Apprentices. The normal recruitment process should be followed.

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

## Financial Implications

The vacant post M172 with a budget of £11,800 in 2017/18 will be frozen and the additional funding required for the apprentice will be found from the vacant post M275 which has a budget of £21,100 in 2017/18. There is sufficient budget in these two posts to fund an apprentice.

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
That a suitable course is not found or is not local	Low	High	Initial research shows that there are several local courses in this field
That candidates do not apply	High	High	It is envisaged that the post will be attractive. In addition contact has been made with local colleges.

Key Decision:

No

Background Papers:

None