

Decision under Delegated Powers

Officer Requesting Decision

Head of Neighbourhood Services

Officer Making the Decision

Chief Executive

Recommendations

1. That authority is given for the Head of Neighbourhood Services to enter into a partnership agreement with Melton and Rushcliffe Borough Councils from 1st April 2018 - 31st March 2020 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 authority is given for the Head of Neighbourhood Services to enter into a partnership agreement with CAB Loughborough from 1st April 2018 - 31st March 2020 to deliver a project grant funded by the Armed Forces Community Covenant. This partnership agreement will be monitored through a regular meeting of Charnwood BC and CAB Loughborough Management.
3. That approval be given to create a new post of Community Covenant Outreach Officer, evaluated at SO1, and reporting to the Children Families and Partnership Manager Post M239 in cost centre L016. This post will be filled as follows:

Position 1 - fixed term 18.5 hours position for 12 months from the start date of the successful applicant (expected to be 1st July 2018)

Position 2 - fixed term 18.5 hours position from the start date of the successful applicant (expected to be 1st July 2018) until 31st March 2020

Reasons

To enable a two year project, funded by the MOD, to set up mobile outreach hubs in Charnwood, Melton and Rushcliffe Borough Council areas to identify and support hard-to-reach Armed Forces service leavers and veterans.

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



04/04/18

Background

Charnwood Borough Council, together with Melton and Rushcliffe Councils, have secured funding for a two year project 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.

HR Implications

HR Adviser: Anna Cairns (23/3/18)

The new post has been evaluated by a Job Evaluation panel and graded at grade SO1.

The normal recruitment process should be followed.

Financial Implications

Charnwood Borough Council will receive a total of £150,650 from the Armed Forces Covenant fund over a 2 year period. This includes

- £20,000 to commission Loughborough CAB to develop and deliver ongoing support to the service leaver and veterans community, split over 2 years as follows:
 - 2018/19 £5000
 - 2019/20 £15,000
- An expenditure budget of £10,000, split over 2 years as follows:
 - 2018/19 £5000
 - 2019/20 £5000
- One new post, two part time positions. The total costs for the new post is as follows:

Position 1 – 12 months fixed term with an expected starting date of 1st July 2018

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|----------------------|---------|
| Salary with on costs | £19,400 |
| Car allowances | £2,100 |
| Total | £21,500 |

Position 2 – 21 months fixed term with an expected starting date of 1st July 2018

| | |
|----------------------|---------|
| Salary with on costs | £34,300 |
| Car allowances | £3,900 |
| Total | £38,200 |

The new posts have been evaluated at SO1 and the costs have been calculated at scp 31, which is the top of the grade, and assume a 2% annual pay increase. The evaluation was undertaken through the Hays Scheme.

Therefore the total costs of the two posts £59,700 which is to be externally funded via a grant from the Armed Forces Covenant Fund, meaning no financial implication for the council.

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 a post on a secondment basis from their substantive post, or a new employee with continuous Local Authority service. In these cases, the post holder is likely to have entitlement to a redundancy payment based on their continuous service. The three partners have recognised 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 into before an offer is made. Any underspend on the MOD grant 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 |

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|---|-----------------|-----------------|--|
| <p>Recruitment may include existing Charnwood BC employees or a person with continuous service from a previous council employment who may be entitled to a redundancy payment if their employment ends after the project has been completed</p> | <p>Unlikely</p> | <p>Moderate</p> | <p>A formal agreement about how any potential costs will be funded will be entered into before an offer is made. Any underspend on the MOD grant 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.</p> |
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Key Decision

No

Background Papers