

## 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 re-new the full-time fixed term Community Physical Activity, Health and Sport Assistant post M223, 37 hours per week for a 19-month period, to commence from the start date of the successful applicant (approx. start date 1<sup>st</sup> September 2021). The successful postholder will report to Senior Sports Development Officer H582 in cost centre L035.

### Reason

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

The Community Physical Activity, Health and Sport Assistant (Graduate Trainee) will have an important role in supporting the delivery of projects led by LRS and local authority partners to improve the access and quality of sport and physical activity opportunities across the county. In total 7 Graduates will be appointed across 7 local authority partners across Leicestershire.

Permission to recruit to this 19 month post (commencing September 2021) was approved by SLT on 5th May 2021.

### Authority for Decision

That the delegated function of the Head of Paid Service (Chief Executive) to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications be assigned to Strategic Directors and Heads of Service, subject to such decisions:

- Relating solely to staff within the Strategic Directors /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 PO4 and below, and

- Only being taken after consultation with the Council's Human Resources Service, Financial Services and Legal Services where appropriate.

## **Decision and Date**

*Julie Robinson*

11.06.2021

## **Background**

In April 2011 Leicestershire and Rutland County Sports Partnership (LRS) received several 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. LRS 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 seven years, the LRS Graduate programme, has successfully supported 81 graduates over a 12- 19-month period.

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 their placement. Of the graduates who have completed the programme since its inception 70 participants have progressed into roles within the sport, physical activity, and health sector.

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.

In 2021/22 each local authority within Leicestershire will be given the opportunity to employ one full time (37 hour a week) graduate trainee.

The 2021 Community Physical Activity, Health and Sport Assistant Post will:

- provide support for the delivery of local Physical Activity Strategic Commissioning priorities to reduce physical inactivity and raise participation in identified target groups.
- assist with the design, development and delivery of sport/health/physical activity programmes that address social development needs e.g. community safety, public health, social barriers, and personal motivations.

- Support with the collection and analysis of monitoring and evaluation data and insight to shape programme delivery and ensure that objectives are met.

Charnwood Borough Council are required to host the Charnwood post providing a desk, telephone, laptop 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 support the coordination of the recruitment process for the 7 posts throughout Leicestershire and will coordinate CPD in conjunction with the host local authority.

This is a 19-month 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 sport and physical activity agenda at a local level, aligning planning and resources effectively.

## **HR Comments**

HR Adviser: Anna Cairns, Charnwood HR Manager (17/5/21)

This post has been job evaluated and graded accordingly. The normal recruitment process should be followed.

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.

## **Financial Implications**

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

The total cost of this 19-month fixed term post is approx. £42,700 broken down as follows:

2021/22 - 7 months spc 4 - £15,400  
2022/23 - 12 months spc5 - £27,300  
Total £42,700

The post will be fully funded externally.

Funding Breakdown is as follows:

LRS Funding Sept 21 - March 22 - £9,578  
LRS Funding April 22 - March 23 - £16,422

LRS balance bought forward from current vacant post - £4,574  
 External ringfenced monies already received X520 (can be repurposed) -  
 £12,126  
**Total funding £42,700**

### 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
- April 2019 - Updated Community Physical Activity, Health and Sport Assistant Job Description and Person Specification
- DD054 2019
- SLT recruitment Approval Form 5<sup>th</sup> May 2021
- May 2021 Advert, JD and PS for the post