

Decision under Delegated Powers

Officer Requesting Decision

Physical Activity & Well Being Manager

Officer Making the Decision

Chief Executive

Recommendation

That approval is given:

- To create a temporary fixed term full time Community Sport and Physical Activity Development Assistant post for 7 months from 1st September 2023 to 31st March 2024, at salary grade B.
- The post will report to the Senior Sports Development Officer H582.
- This post will be funded from cost centre L035 - externally funded monies.

Reason

To ensure that Charnwood Borough Council benefits from a funding opportunity from Active Together (County Sports Partnership) to;

1. Provide the Active Charnwood team with additional capacity to deliver Charnwood's Let's Get Moving sport and physical activity commissioning plan 2023-24.

Authority for Decision

The Head of Paid Service (Chief Executive) has delegated authority 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.

Decision and Date



Robert Mitchell (he, him, his)

Chief Executive

01st August 2023

Background

On 23rd November 2022 CBC appointed a Community Physical Activity, Health, and Sport Assistant (Graduate Trainee role 12-month fixed term post M223). This post had an important role in supporting the delivery of projects led by Active Charnwood and local authority partners to improve the access and quality of sport, physical activity, and health opportunities across the borough. The post holder left the authority on 25th June 2023.

It is proposed to utilise the underspend from this post and other external monies already received to create a new temporary fixed term full time Community Sport and Physical Activity Development Assistant post (please note not a Graduate Trainee role). This post will be for seven months and provide the Active Charnwood team with extra capacity to deliver the projects and programmes detailed in the Let's Get Moving Sport and Physical Activity Commissioning Plan for 2023-24 ensuring that commissioned outcomes are met.

The successful post holder will;

- Support the Active Charnwood team to deliver sport and physical activity programmes as part of the Charnwood Sport and Physical Activity Commissioning Locality Plan 2023-24.
- Provide ongoing marketing and communication support to the team, providing regular Active Together and physical activity campaign updates/promoting key health messages.
- Assist with planning, delivery and ongoing monitoring and evaluation of community programmes.

Active Together have agreed that Charnwood Borough Council can utilise the underspend from the graduate trainee post already received for this newly created assistant role and other sports related programmes.

This 7-month fixed term post will be fully funded from external monies.

HR Comments

HR Adviser: Anna Cairns (21/7/23)

This new post has been job evaluated at Grade B. The normal recruitment process should be followed.

Financial Implications

There are no financial implications for the Council.

External monies/underspend have been repurposed to fund this post as follows;

£8000 - Graduate Trainee M223 underspend code X545

£4378 - Youth Engagement Activator project underspend L925 J0599

£7522 - Repurpose Community Sport Activator/Sportivate monies X584

Total = £19,900

These funds will be transferred to L035 J0225 to fully cover the costs of this post any shortfall due to additional pay award can be funded out of X584.

Cost of Temporary Fixed Term Post

Please note; figures include estimated 4.75% for pay awards. Any additional costs above this can be covered from the external funding available.

7 months grade B spc 7 (top) Sept 1st 23 - March 31st 24 = £19.4k (this includes estimated 4.75% pay award)

Car mileage - Estimated £500

Total Cost = £19,900

There are no redundancy costs associated with this post.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to recruit to this post would impact in the Borough Council achieving local sport, physical activity, and health priorities.	Low	Medium	Utilise funding for agreed purpose.

Key Decision No

Background Papers:

- Job Profile for Community Sport & Physical Activity Development Assistant/DBS Risk assessment Approval Form
- Charnwood Sport & Physical Activity Commissioning Locality Plan 2023 - 24
- DD134
- Community Sport & Physical Activity Development Assistant Post

JD and PS 12th July 2023