

Decision under Delegated Powers

Officer Requesting Decision

Head of Neighbourhood Services

Officer Making the Decision

Chief Executive

Recommendation

That approval is given to:

Create a full time fixed term Active Travel Development Officer post (scale 5) start date of 1st December 2012 until 31st March 2015, cost centre L035.

Reason

To enable the draw down of the monies allocated to Charnwood via Leicester-Shire and Rutland County Sports Partnership through Leicestershire's Local Sustainable Transport Fund for an Active Travel Development Officer post.

Authority for Decision

In accordance with the scheme of delegation of Council Functions to the Head of Paid Service; delegation 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 in any single case".

Decision and Date

Background

Leicestershire County Council has been successful in securing £4 million to revitalise local economies, cut carbon omissions and tackle climate change.

Leicestershire County Council's 'Smarter Travel for Business' bid was submitted to the Department for Transport's Local Sustainable Transport Fund on 24th February 2012. Over 70 businesses have pledged their support for the bid. The money will be put towards tried and tested schemes such as;

- The expansion 'Wheels to work' - where young people are loaned scooters to go to work or training
- Walking and cycling network improvements e.g. new cycle ways and improved signs
- The promotion of sustainable forms of transport e.g. car sharing, travel phone apps, smarter ticketing, buses and trains

By incorporating the above into Leicestershire's bid, the benefits to both the public and businesses will be:

- Increased economic growth and development
- A reduction in congestion on the roads
- Increased validity of local shops and businesses
- Improved air quality and reduction in carbon emissions
- Health and fitness benefits associated with increased walking and cycling

Analysis of the evidence from Leicestershire's third Local transport Plan (LTP3) has identified the focus as being in and around Loughborough and Coalville.

As part of the overall funding bid Leicester-Shire and Rutland County Sports Partnership have received a total of £128,000 over a period of three years (2012-2015). This funding will be used to support the delivery of a wide range of active travel and sustainable transport interventions in Loughborough and Coalville through the recruitment of a full time Active Travel Development Officer.

It is proposed that the Active Travel Development Officer post is employed by Charnwood Borough Council. Charnwood Borough Council and North West Leicestershire District Council will manage the successful post holder jointly. The post holder will work on active travel projects within both Charnwood and North West Leicestershire.

The post holder will contribute towards Leicester-Shire and Rutland's County Sport partnership (LRS) vision of:

"The people of Leicestershire are the most physically active in England by 2025 (achieved in part by regular participation in active travel); Establishing a culture of sustainable travel behavior and unclogging the transport network".

The Active Travel Development Officer post will expand the capacity to deliver a range of active travel/sustainable transport interventions with a positive impact on the economy, health and wellbeing of our communities. These interventions will create a lasting legacy of sustained changes in travel behavior resulting from the Local Sustainable Transport Fund that will reduce CO2 and increase access to employment.

Charnwood Borough Council has agreed to host the post and will be involved directly in the recruitment process. The Sport and Active Recreation Manager will be responsible for the operational and management requirements of the post.

Comments from Human Resources

HR Advisor: Amy Mansfield

From the information provided, appears to be a justified business case. In the recruitment and selection of this post, to ensure that a thorough and fair recruitment process is followed, in line with the Council's recruitment and selection guidance.

Financial Implications

The Active Travel Development Officer post has been job evaluated through the Hay Scheme at Scale 5 - (£19,621-£21,519). Scale 5 Spinal column 22 (bottom of scale) plus on costs = total cost of post = £25,000. Scale 5 Spinal column 25 (top of scale) plus on costs = total cost of post £27,500.

Due to recruitment timescales it is anticipated that this post will commence in December 2012.

Leicester-Shire and Rutland Sport (LRS) will draw down a total of £128,000 over a period of three financial years from Leicestershire County Council to fund this post and related revenue activity.

Charnwood Borough Council will draw down from LRS a total of; £86,504 over a period of two years and 4 months.

The funding allocation received from LRS will cover the salary cost of the post if the post holder is recruited at the bottom or the top of scale 5.

The post holder will also be eligible for a casual car allowance the estimated total cost over two years and four months for car mileage will be £4500 (duration of the post), this cost will also be covered from the total funding allocation of £86,504.

In addition the funding allocation will allow for a revenue budget each year. If the post holder is appointed at the bottom of scale 5 the total revenue budget for two years and four months will be £20,104 and if appointed at the top of the scale the total revenue budget for two years and 4 months will be £16,604.

Please see financial detail below. Please note figures from 2013/14 include 1% pay increase.

Time scales	Amount to be received from LRS	Salary cost if starting at the bottom of scale 5 spinal column 22	Salary cost if starting at the top of scale 5 spinal column 25	Car mileage Allowance
December 2012 March 2013 (4 months)	£11,750	£8300	£9,200	£500
April 1 st 2013 - March 31 st 2014	£36,810	£26,300	£28,100	£2000
April 1 st 2014 - March 31 st 2015	£37,944	£27,300	£28,100	£2000
Total Funding to be received from LRS	£86,504			
Total Salary cost		£61,900	£65,400	£4500
Total Salary cost plus mileage		£66,400	£69,900	
Revenue Budget		£20,104	£16,604	

The first payment will be a four month payment covering Dec 2012 -March 2013, made in advance, subject to CBC invoicing LRS.

LRS are responsible for submitting quarterly reports to Leicestershire County Council. Payments from the County Council will be drawn down quarterly. CBC will need to invoice LRS on a quarterly basis.

There will be redundancy costs associated with this post, the costs of which will be dependent on the successful candidate and whether the post holder has previous continuous local government service.

A total of £6,000 has been allocated for redundancy costs from the total £128,000. In addition any income generated from physical activity sessions will be used to offset redundancy costs associated with this post.

Leicester-Shire and Rutland Sport have confirmed in writing that there will be sufficient under spend and income generated through the programme via fees from courses to cover the £6,000 projected redundancy costs. When the appointment has been made the exact liability can be costed and the budget adjusted accordingly (upwards if necessary).

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to employ a Active Travel Development Officer will impact on the council achieving key physical activity targets outlines in the both the County Sports and Physical Activity Strategy	Low	High	Delivery of post dependent on external funding.

Key Decision No

Background Papers:

- Active Travel Development Officer job description and person specification August 2012
- Leicester-shire and Rutland Sport (LRS) Leicestershire Local Sustainable Transport Fund proposal August 2012
- County Sports & Physical Activity Strategy - Cabinet - 26th November 2009