

**Decision under Delegated Powers****Officer Requesting Decision**

IT Service Desk Manager

**Officer Making the Decision**

Chief Executive

**Recommendations:**

1. To create a new Apprenticeship post from the 1<sup>st</sup> April 2016 for a minimum period of 12 months to the anticipated completion date of the Apprenticeship.
2. Should the Apprenticeship not be completed within 12 months the post will be in place until the completion of the Apprenticeship, which can be for up to 3 years for a higher level qualification.
3. The post is to be called an Apprentice IT Support Analyst.
4. The post will be 37 hours per week.
5. The rate of pay will be based on SCP106/107 for 18 – 20 year olds. Pay for 21 years and over will be £12930 pa.
6. This post will be reporting to post number F824 IT Service Desk Manager.
7. The post will be funded by the vacant post of F828 IT Support Analyst in cost centre V001. 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.

**Reasons:**

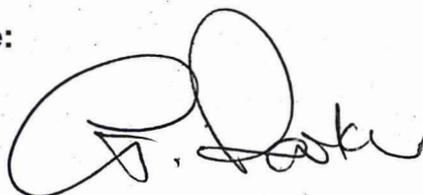
1 to 7. To fulfil the vacant IT Support Analyst position following an unsuccessful recruitment process.

**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 (section 8.2 of the Constitution).

**Decision and Date:**

APPROVED



05.04.16

## **Background:**

The ICS service has attempted to fill the vacant IT Support Analyst position but have been unable to obtain a suitable candidate. Converting this position to an apprenticeship will provide an opportunity to employ an enthusiastic college / school leaver to train and learn the role.

## **Comments from HR**

HR Advisor: Anna Cairns (29/1/16)

Management have been advised on the Apprenticeship Guidance, and should now follow the recruitment process via the Apprentice Platform and CBC Website. Any additional advice is available from Kevin Brewin or HR if needed.

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

## **Financial Implications**

The 37 hours vacant post F828 IT Support Analyst will be frozen in order to cover the cost of this New Apprentice Post.

## **Risk Management**

No Risks have been identified with this report

Key Decision: No

Background Papers: None