

**NORTH LINCOLNSHIRE COUNCIL**

**CORPORATE SERVICES CABINET MEMBER**

**“LOCAL VOICE YORKSHIRE & HUMBER” PROGRAMME POSTS**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To seek approval to establish the posts of :
- 1.1.1 Yorkshire & Humber Local Voice Senior Programme Manager with the Digital Inclusion Unit at Normanby Gateway
  - 1.1.2 Yorkshire & Humber Local Voice Programme Monitoring Officer with the council’s External Funding team at Pittwood House
  - 1.1.3 Yorkshire & Humber Local Voice Programme Support Officer with the Digital Inclusion Unit at Normanby Gateway

- 1.2 The key points of the report are as follows.
- North Lincolnshire Council is the lead authority in the Yorkshire & Humber Local Voice programme
  - This responsibility is being managed by the council’s Digital Inclusion Unit
  - The external funding available is sufficient to fully cover the costs of the proposed posts
  - The posts were evaluated using the council’s job evaluation
  - The posts are proposed for a two year fixed term only

**2. BACKGROUND INFORMATION**

- 2.1 North Lincolnshire Council has been successful in gaining ESF (European Social Fund) funding in order to manage a Yorkshire and Humber-wide programme called Local Voice Yorkshire & Humber.
- 2.2 The programme will use ICT and other digital technology to get people back into work and into learning. The local contribution to the programme will be based at the Lighthouse life skills centre on Frodingham Road.
- 2.3 To perform the programme and project management tasks to a high standard and to justify the associated ESF funding, three new posts are required: Senior Programme Manager, Programme Monitoring Officer and Programme Support Officer.

- 2.4 Job descriptions for the posts have been prepared. Their grades were evaluated using the council's job evaluation process. They achieved grades 8, 7 and 6 respectively.
- 2.5 The proposal is to appoint:
- 2.5.1 A full-time Senior Programme Manager who will work five days per week
  - 2.5.2 A full-time Programme Monitoring Officer who will work five days per week
  - 2.5.3 A full-time Programme Support Officer who will work five days per week
- 2.6 The Local Voice Yorkshire & Humber Programme will raise the profile of North Lincolnshire Council as an organisation that is taking a lead in using innovative methods of assisting their local community in the current economic downturn.

### **3. OPTIONS FOR CONSIDERATION**

- 3.1 The options available to the Cabinet Member are as follows.
- 3.1.1 To establish the Senior Programme Manager, Programme Monitoring Officer, and Programme Support Officer posts
  - 3.1.2 Not to establish the Senior Programme Manager, Programme Monitoring Officer, and Programme Support Officer posts

### **4. ANALYSIS OF OPTIONS**

- 4.1 Following option one would mean that a dedicated person would have responsibility for the management of both the regional programme and the local North Lincolnshire contribution.

There would also be a dedicated monitoring resource ensuring that the ESF rules are adhered to and therefore that the council incurs minimal financial risk. This resource would be made available three days/week to the council's External Funding and Programmes team.

The Support Officer resource would assist the Senior Programme Manager in the performance of their duties and tasks.

- 4.2 The funding from the ESF was secured on the condition that the posts would be established, thus helping to achieve a successful regional programme. Not to establish the posts would seriously jeopardise the programme and put the council in an unfavourable position for future funding opportunities.

## 5. **RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

### Staffing

5.1 The Digital Inclusion Manager would line-manage the Senior Programme Manager. There is no grading implication as a result. And the Senior Programme Manager would line manage both the Programme Monitoring Officer and the Programme Support Officer.

### Financial

5.2 Based on mid-point of the scale and including on-costs the annual cost of the Senior Programme Manager is £36,583. The external funding available from the ESF will fully meet this cost. As such, there are no direct cost implications for the council.

5.3 Based on mid-point of the scale and including on-costs the annual cost of the Programme Monitoring Officer £31,091. The external funding available from the ESF will meet 40% of this cost. 60% of the cost will be met by the council's External Funding and Programmes team.

5.4 Based on mid-point of the scale and including on-costs the annual cost of the Programme Support Officer is £25,626. The external funding available from the ESF will fully meet this cost. As such, there are no direct cost implications for the council.

## 6. **OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)**

6.1 There are no other implications.

## 7. **OUTCOMES OF CONSULTATION**

7.1 Representatives of the Head of Human Resources are in agreement with the content of this report.

7.2 The full-time trade union officials were sent a copy of this report. No adverse comments were received.

## 8. **RECOMMENDATIONS**

8.1 To approve the establishment of the posts of:

8.1.1 Senior Programme Manager at grade 8 for 37 hours per week for a two year period.

8.1.2 Programme Monitoring Officer at grade 7 for 37 hours per week for a two year period.

8.1.3 Programme Support Officer at grade 6 for 37 hours per week for a two year period.

SERVICE DIRECTOR COMMUNITYPLANNING AND RESOURCES

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**Background Papers used in the preparation of this report:** None