

NORTH LANARKSHIRE COUNCIL
REPORT

AGENDA ITEM NO. 9

To: PLANNING AND ENVIRONMENT COMMITTEE	Subject: Policy and Economic Development Service – External Funded Projects
From: DIRECTOR OF PLANNING AND ENVIRONMENT	
Date: 22 nd December 2004	Ref: Rep1013

1. Purpose of Report

- 1.1 The purpose of the report is to inform the committee of immediate Policy and Economic Development Service (PEDS) staffing requirements and seek approval to recruit and appoint people for these posts. The requirements relate to both the extension of existing employment contracts and the appointment of staff to new posts.

2. Background

- 2.1 The Policy and Economic Development Service has undertaken significant development work in recent months to develop a number of strategic projects to achieve the Council's Corporate Plan priorities. This report seeks approval for the funding of a number of posts to enable the delivery of these projects. In total there are 4 projects which are new or continuations of existing projects and of these all receive external funding from Europe.
- 2.2 The Policy and Development Service receives a significant proportion of its funding from EU and other external sources to deliver specific projects. As part of this, the service requires to employ projects staff on temporary contracts to deliver these projects.
- 2.3 In total, these staffing requirements relate to 4 projects. They include 2 existing projects that have been the subject of successful funding applications to continue and extend. These are:-
- Better Homes Stronger Communities (BHSC) (temporary to December 2007)
 - Lanarkshire Key Fund (LKF) (temporary to June 2005)
- 2.4 In addition, 1 new project have been developed and now require the appointment of staff so that the projects can continue to be developed and implemented. These are:-
- Social Economy Support Project (temporary to December 2006)
- 2.5 Furthermore, EQUAL Access requires to appoint a Performance and Finance Officer on a temporary contract until June 2007 and Working for Families Fund also require to appoint a Performance and Finance Officer on a temporary contract until March 2008.
- 2.6 Details of the requirements for each new and existing post are contained in tables 1 & 2 overleaf.

3. External Funded Projects

3.1 Better Homes Stronger Communities

3.1.1 An application to the Scottish ESF Objective 3 Partnership, to continue the project and extend the geographical focus within North Lanarkshire, has recently been approved to cover a three year period from the 1st January 2005 to 31st December 2007. To reflect the increased administrative requirements to support the project over this period the application has been approved with an increase in staffing from 0.5 Project Assistant to 1 full time Project Assistant. All staffing costs associated with BHSC are met from the project budget as detailed in Appendix 1.

3.2 Lanarkshire Key Fund (LKF)

3.2.1 As the date of implementation of any future PEDS review is uncertain and the current post is temporary until 31st December 2004 it is necessary to extend this post until 30th June 2005 to enable continued work on the LKF and the Environmental Key Fund (EKF) projects. This post will be deleted from the structure in due course.

3.2.2 The maximum cost of this extension of contract will be £8494. The full cost of this will be reclaimed through the Environmental Key Fund (External Project) and will not impact on Planning and Environment budgets.

3.3 Social Economy Support Project

3.3.1 An EU application has been approved to fund the creation of 3 posts as part of a Social Economy Support Project from the 1st January 2005 until 31st December 2006.

3.3.2 It is proposed to appoint individuals on 2-year NLC contracts. All posts will be located with the Lanarkshire Enterprise Services/Business Gateway, at the Atrium Centre in Coatbridge with support from a lead officer based within PEDS. Copies of job descriptions and specifications are attached. All staffing costs are being met from the project's own resources as detailed in Appendix 1.

3.4 EQUAL Access

3.4.1 EQUAL Access is a large-scale European funded initiative, designed to tackle the barriers experienced by disadvantaged groups in entering or re-entering the labour market. North Lanarkshire Council leads the partnership but coordinates the activity of 14 other partners across Scotland and is responsible to these partners and the Scottish Executive for the successful delivery of the project. North Lanarkshire Council led the EQUAL Access Development Partnership in Round 1 and has recently been approved to continue the work of the Partnership in Round 2.

3.4.2 In Round 1, three staff were recruited to run the project - an EQUAL Access Manager, a Programme Officer and an Administrative Assistant. All three posts were fully funded by the European Commission and partner contributions at no cost to the Council. Currently, only one of these three members of staff remains in place - the EQUAL Programme Officer. Following consultation with the EQUAL Access Partnership it is proposed to delete all three posts from the structure and to create 2 new posts of EQUAL Programme Co-ordinator (PO5/6), to reflect the increased management responsibilities of the Officer post an EQUAL Performance and Finance Officer (AP5/PO2) who will be able to cover all the administrative duties associated with the partnership but also to help the Programme Co-ordinator with the monitoring and evaluation of the Partnership's activities. These staffing arrangements have been agreed by the EQUAL Access Partnership Steering Group.

- 3.4.3 The costs of the Performance and Finance Officer and the EQUAL Programme Officer will be covered in full by contributions from the European Commission and the EQUAL Access partners and will be time-limited to the end of the project funding in June 2007. The posts should be advertised as soon as possible in order to fill the existing staffing gap in the EQUAL Access Project and to secure staffing arrangements for Round 2 of EQUAL Access which commences on 1st May 2005. The Council already has an approval from the Scottish Executive for the Round 2 EQUAL Access project.

3.5 Working For Families Fund (Wfff)

The Wfff has now been operational for seven months and the project which provides £3m of funding to over 10 projects has generated significant financial and performance monitoring demands on the service. As a result the project require to recruit a Performance and Finance Officer (full time) on a temporary contract until March 2008. The post will be graded at AP5/PO2.

In addition, a Working for Families Fund Officer (Jobshare) has resigned and given the appointment of the Performance and Finance Officer, it is agreed that this post will not be filled and the remaining half of the job share post will become a part-time post.

The Performance and Finance Officer will be responsible for the administrative duties associated with the Working for Families Fund, as well as assist the Working for Families Fund Co-ordinator with the monitoring and evaluation of the Wfff projects.

The cost of the post will be covered in full through the Working for Families Fund and will be time-limited to the end of the project funding in March 2008. There are no implications for mainstream staffing budget lines in the change in the Working for Families structure.

4. Corporate Consideration

- 4.1 These additional posts within PEDS structure have no financial implications for any other Council department. All posts will work closely across the Council to achieve the priorities identified in Changing Gear, the Routes to Inclusion Action Plan, the Business and Economy Corporate Working Group and to delivering the actions approved in the Economic Regeneration Framework.

5. Conclusion

- 5.1 These additional posts are all required now to deliver projects that are funded to start in January 2005. It is proposed that a further report will be brought forward to Committee on a review of staffing across the Planning and Environment Department in due course.
- 5.2 Funding for these posts has been sourced from EU or the Scottish Executive. A full breakdown of these costs and funding sources is detailed in Appendix 1.

6. Recommendations

- 6.1 Committee is asked to note the contents of this report and approve the extension of existing contracts and appointments of staff as outlined in the report and as follows:-
- (i) Better Homes Stronger Communities from the 1st January 2005 until December 2007:-

- 2 x Development Officers (PO2)
1 x Project Assistant (AP1/3)
- (ii) Lanarkshire Key Fund from 1st January until 30 June 2005:-
1 x Development Officer (AP5/PO2)
- (iii) Social Economy Support Project: from the 1st January 2005 until 31st December 2006:-
1 x Development Officer - Pre Gateway (AP5/PO2)
1 x Development Officer – Social Economic Start Up Advisor (AP5/PO2)
1 x Development Officer - Childcare (AP5/PO2)
- (iv) EQUAL Access from the 1st January 2005 until June 2007:-
Delete 1 x EQUAL Manager (PO9)
Delete 1 x EQUAL Programme Officer (AP5/PO6)
Delete 1 x EQUAL Programme Assistant (AP1/3)
Create 1 x EQUAL Performance & Finance Officer (AP5/PO2)
Create 1 x EQUAL Programme Co-ordinator (PO5/6)
- (vi) Working for Families Fund from the 1st January 2005 until March 2008:-
Delete 1 x Working for Families Fund Officer (AP5/PO6)
Create 1 x Part time (0.5 FTE) Working for Families Fund Officer (AP5/PO6)
Create 1 x Working for Families Fund Performance & Finance Officer (AP5/PO2)

6.2 Remit the report to Planning and Environment and Economic Regeneration Committees for information purposes.



David M. Porch
DIRECTOR OF PLANNING AND ENVIRONMENT

10th December 2004

Local Government Access to Information Act: for further information about this report, please contact Caitriona McAuley, on 01236 616279.

Table 1 Existing Posts – Extension of existing contracts

Appendix 1

Post Title	Project	Grade	No of posts	Contract	Funding Source	Job Description/ spec	Notes
Development Officer	Better Home Stronger Communities	PO2	2	1 st January 2005 – 31 st Dec 2007	ESF	No changes to existing conditions	It is intended to fill one posts by extending existing contract. The other post is currently vacant due to resignation and it is intended to proceed with external recruitment.
Project Assistant	Better Home Stronger Communities	AP1/3	1	1 st January 2005 – 31 st Dec 2007	ESF	No changes to existing conditions	This post was previously 0.5 FTE but has been increased to 1FTE.
Development Officer	Lanarkshire Key Fund Ltd	AP5/PO2	1	Extend existing contracts until June 2005	ERDF/North Lanarkshire Forward	No changes to existing conditions	Current contracts for this post end on 31 December 2004. A new key fund will start from 1 April 2004. This EDO is essential to the implementation of the new Key Fun 2005 and the Social Economy Support Project. It is intended to extend this post until June by which time the new Key Fund and Social Economy Support project will be established and the wider PEDS review will have taken place.

Table 2 New Posts

Post Title	Project	Grade	No of Posts	Contract	Funding Source	Job Description/spec	Notes
Development Officer (Pre-Gateway)	Social Economy Support	AP5/PO2	1	1 st Jan 2005 – 31 st Dec 2006	ERDF	Attached	Full staff costs are met within the project. No implications for mainstream staffing budget lines.
Development Officer (Start Up Advisor)	Social Economy Support	AP5/PO2	1	1 st Jan 2005 – 31 st Dec 2006	ERDF	Attached	Full staff costs are met within the project. No implications for mainstream staffing budget lines.
Development Officer (Childcare)	Social Economy Support	AP5/PO2	1	1 st Jan 2005 – 31 st Dec 2006	ERDF	Attached	Full staff costs are met within the project. No implications for mainstream staffing budget lines.
EQUAL Performance and Finance Officer	EQUAL Access	AP5/PO2	1	1 st Jan 2005– June 2007	European Commission and EQUAL Access partners	Attached	The full costs of this post is met by external funding sources. There are no cost implication for the Council
EQUAL Programme Co-ordinator	EQUAL Access	PO5/6	1	1 st May 2005 - June 2007	European Commission and EQUAL Access partners	Attached	The full costs of this post is met by external funding sources. There are no cost implication for the Council

Post Title	Project	Grade	No of Posts	Contract	Funding Source	Job Description/spec	Notes
Working for Families Fund Performance & Finance Officer	WIFF	AP5/PO2	1	To March 2008	WIFF/Scottish Executive	Attached	Full costs are met from WIFF budget
Working for Families Fund Development Officer	WIFF	AP5/PO6	1 Part time	To March 2006	WIFF/Scottish Executive	See Over->	No change to existing job description. Post already filled but contract of employment would need changed to reflect change of status from job share to part time.