

**NORTH LANARKSHIRE COUNCIL  
REPORT**

AGENDA ITEM No. 101

To: PLANNING & ENVIRONMENT COMMITTEE		Subject: POLICY AND ECONOMIC DEVELOPMENT CONTRACTS TEAM - CONTRACT EXTENSIONS.
From: DIRECTOR OF PLANNING & ENVIRONMENT		
Date: 14 <sup>th</sup> March 2005	Ref: Rep1051	

## 1 Purpose of Report

- 1.1 This report seeks approval to extend the employment period of 5 posts based within the Contracts Team of PEDs. The team delivers the Environment Task Force option of New Deal across Lanarkshire. The existing contracts of employment are due to terminate on 3<sup>rd</sup> April 2005 and this report seeks to extend these by 3 months to 1<sup>st</sup> July 2005.

## 2 Background

- 2.1 The changing nature of Economic Development work in Scotland has resulted in the Council becoming directly involved in the delivery of services under the Governments New Deal Programme. Since August 1998 North Lanarkshire Council has been responsible, on a contractual basis, for the delivery of the Environment Task Force option of the New Deal to Jobcentre Plus.
- 2.2 The current ETF contract is due to terminate on the 3<sup>rd</sup> April 2005 with a subsequent contractual run down period to 1<sup>st</sup> July 2005.
- 2.3 In response to a competitive tendering process the Council submitted a proposal to Jobcentre Plus on the 10<sup>th</sup> December 2004 seeking approval to deliver the Environment Task Force for a further 2 year period to 31<sup>st</sup> March 2007. As the outcome of the tendering process has yet to be established we are unable to confirm staff contracts beyond the existing contract run down period to 1<sup>st</sup> July 2005.

## 3 Proposals/Considerations

- 3.1 In order to maintain the efficient and effective working of the Environment Task Force it is proposed to extend the contracts of the relevant staff to the earliest ETF Contract end date of 1<sup>st</sup> July 2005 to reflect the contractual nature of the service delivery.

The current staffing structure consists of: -

- Contracts Manager (PO6).
- ETF Development Co-ordinator (AP5/PO2).
- ETF Project Co-ordinator (AP5/PO2)(vacant).
- ETF Project Assistant (AP1/3)(0.5 vacant).
- Safer Homes Development Officer (PO2).

3.2 The ETF Development Co-ordinator post is currently, and will remain, vacant throughout the intended extension period. The ETF Project Assistant post is currently filled on a jobshare basis with 50% in post, the remaining 50% will continue to remain vacant throughout the intended extension period.

#### 4 Corporate Considerations

4.1 The financial implications of the extension of these employment contracts are detailed below. All staff costs are met in full from the surplus generated from the contract income and as a result there will continue to be no impact on the Department's staffing budget.

Staffing	Grade	Estimated Annual Cost (including NI & Pension)	Pro Rata Cost for 3 month extension	Funding
Contracts Manager*	PO6	39,810	9,952	Mainline/ETF
ETF Project Co-ordinator	AP5/PO2	31,545	7,886	ETF
SH Development Officer	PO2	34,931	8,733	Safer Homes
ETF Project Assistant	AP1/3	19,153	2,394	ETF
<b>Total Cost</b>		<b>£157,621</b>	<b>£28,965</b>	

\* £30,000 annual contribution to post met from frozen Economic Development Officer post (AP5/PO6). Remainder of post funded via income from the Environment Task Force.

#### 5 Recommendation

It is recommended that Committee approve the extension of the Contracts Team within the Planning & Environment Department as outlined in this report and :-

- i) Approve the extension of the contracts for the following posts to 1<sup>st</sup> July 2005
  - Contracts Manager (PO6)
  - ETF Project Co-ordinator (AP5/PO2)
  - ETF Development Co-ordinator (AP5/PO2)
  - ETF Project Assistant (AP1/3)
  - Safer Homes Development Officer (PO2)
- ii) Note that the staffing costs will be met from the income the Council derives from the delivery of the ETF contract and;
- iii) Remit this report to the Policy & Resources (Personnel) Sub-Committee for approval.



**David M Porch**  
**Director of Planning and Environment**

Date of Report: 2<sup>nd</sup> March 2005

Local Government Access to Information Act: for further information please contact Fraser MacKenzie, Contracts Manager, Policy & Economic Development Service at Tel 01236 616273