

8. ENVIRONMENTAL MANAGEMENT OFFICER (HR POST FILE/ RMM)

1. Purpose of the report

This report proposes that the current fixed term contract post of Environmental Management Officer becomes a permanent post on the establishment due to business needs.

Key issues include

- The current fixed term contract post ceases on 31 March 2015
- There is a continuing business need for the skills and knowledge provided by this post into the future
- A report is brought to committee as there is no delegation to make a fixed term contract post a permanent post on the establishment without member approval

Recommendations

2. 1. **That the post of Environmental Management Officer be made a permanent post on the staff establishment for 30 hours per week at grade G from 1 April 2015; and the post of Property Technician at grade F for 15 hours per week be disestablished from 1 April 2015**

How does this contribute to our policies and legal obligations?

3. The post contributes to achieving the following corporate objectives:

Objective 4: lead a programme to reduce greenhouse gas emissions across the NP and adapt to climate change by inspiring and enabling others and through direct actions in our own operations – the post leads on delivering the carbon management action plan

Objective 12: Develop an approach to income generation to harness a more entrepreneurial focus on all service delivery that is socially, economically and environmentally sustainable- the post is a key part of the team that supports the delivery of the Aldern House objectives following the strategic asset review, and gives technical support into property development and the wider property portfolio.

The Director of Corporate Resources' assessment is that there will be a continuing need for the expertise and capacity that this post brings to support delivery of the emerging new corporate strategy both for our environmental management objectives and to support the objectives for Aldern House and the wider property portfolio.

Background

4. The Environmental Management Officer post was established as a fixed term contact post from 30 June 2008 and has been extended over the years funded by one off extra resource allocations and more recently partially by the Technician post vacancy savings. The Director of Corporate Resources made a commitment during the last budget planning process to find a way of retaining the post without the need for a call on a corporate extra resource allocation. The current fixed term post ceases on 31 March 2015 and the sources of funding to make it a permanent post are described below.
5. Three options for the post were considered by Resource Management Team as follows:

- a) OPTION 1 Do nothing to extend the post and retain the Technician post (15hrs per week at scale F) on the establishment - the Environmental Management Officer (EMO) post would finish on 31 March 2015; the Technician post which partly funds the EMO post would remain a permanent post on the establishment.
- b) OPTION 2 Extend the Environmental Management Officer post scale G for a further year from 1 April 2015 at 30 hours per week
- c) OPTION 3 Establish a permanent post of Environmental Management Officer scale G for 30 hours per week from 1 April 2015 and disestablish the permanent post of Technician scale F, 15 hours per week (NB currently this post is vacant)

6. Resource Management Team supported option 3 recognising the following advantages and disadvantages to this option:

Advantages:

- Gives a clear message that the set of skills this post currently brings are needed into the future and that they are equally important to the other posts in the property support team. If the sources of funding proposed ceases into the future the Director of Corporate Resources would want to review the full permanent staff structure of the property support team against the Authority's priorities.
- Gives appropriate support and maintains existing capacity for delivering carbon management action plan, supporting AH objectives (including current AH project on accommodation moves which is anticipated to end in May 2015) and delivering services to the wider property portfolio

Disadvantages:

- All posts in property support team would have to be considered if there is a reduction in funding
- All team members will need to continue to cover work of Technician

Proposals

7. It is proposed that:

- the Environmental Management Officer post is made a permanent post on the establishment from 1 April 2015 for 30 hours per week at scale G, funded as described in the financial section
- The Property Technician post, 15 hours per week scale F be disestablished from 1 April 2015.

Are there any corporate implications members should be concerned about?

8. **Financial:**

Cost of proposed Environmental Management Officer post at scale G at 30 hours per week	£24,701
Funded by:	
a) disestablishment of Technician post scale F 15 hours per week	a) £11,175
b) Income from external tenants (as per business case for Aldern House)(see foot note)	b) £6,000
c) Contribution from corporate overhead budget (funded through external projects)	c) £7,526

Footnote: £6,000 in 2015/16 to be underwritten by corporate overhead budget until contract in place for external tenant

9. **Risk Management:**

The following risks have been identified if the proposal is agreed:

- a) That we are unsuccessful in obtaining an external tenant to fund the post as indicated
- b) That the corporate overhead budget is insufficient to underwrite 2015/16 and any future years if necessary
- c) Lack of understanding of the implications for staff if there is a reduction in income sources in the future

These will be mitigated by (but not fully removed):

- a) Discussions with staff
- b) Continuing to market spare capacity at Aldern House and follow up leads
- c) Successful external funding bids across the Authority with an appropriate corporate overhead cost accounted for

10. **Sustainability:** The post is a key source of environmental management expertise for the Authority.

11. **HR:** The current fixed term contract postholder is entitled to be appointed to this permanent post. The current Technician post is vacant.

12. **Background papers** (not previously published) - None

Appendices - None

Report Author, Job Title

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