

Report of the Resources and Personnel Portfolio Holder

HOUSING DELIVERY TRAINEE POST TO SUPPORT THE HOUSING DELIVERY FUNCTION1. Purpose of Report

To seek Cabinet approval for the appointment of a new post to support the delivery of affordable housing. This post will attract an apprentice levy for further study within construction management to support Housing Delivery within the Asset Management and Development Service.

2. Recommendation

Cabinet is asked to RESOLVE that the creation of a new post of Housing Delivery Trainee post in Capital Works (starting at Grade 6) at £37,450 per annum including on costs be approved, to be funded from the HRA Capital Programme.

3. Detail

The need for the role has been identified under the Asset Management Service Improvement Plan (Housing Delivery) in October 2023.

The trainee will be responsible for the options appraisal of pipeline opportunities, provision of support on acquisitions and act as client side project lead on schemes that are progressing through feasibility, planning, tender and contract delivery. The apprentice will ensure close liaison with the Developer, Employers' Agents and Principle Designer ensuring these are being delivered to our scope and requirements from pre-construction through to defect management support.

At present, the Housing Delivery is being managed by solely by the interim Housing Delivery Manager acting as our sole agent and the growth of the development delivery (s106 and new build projects) is gaining momentum and additional support is required to ensure activities within development can be managed adequately.

The Council is committed to the apprenticeship programme through the Apprenticeship Strategy 2022-2024 and this would be an ideal opportunity to develop and support a trainee who is seeking to pursue further degree level study within the field of construction management and enable long term commitment and succession planning within the Housing Delivery function.

4. Key Decision

This is not a key decision.

5. Financial Implications

The comments from the Head of Finance Services were as follows:

The total cost of the new Housing Delivery Trainee post is unknown at this stage until confirmed by a job evaluation review. It is anticipated that the starting salary for this role will be a Grade 6 but will progress upwards in grades over the course of three levels to demonstrate the professional development gained. The grading at each of the three levels, to be decided by the Job Evaluation Panel, would be based around the following:

- Level 1 is the grade the individual would start on (assumed at Grade 6).
- Level 2 would be achieved once the employee reaches Foundation Degree level and, as a result, the postholder would move up in grading associated with this achievement.
- Level 3 would be attainable when the degree has been completed and, again, the postholder would move up in grading accordingly (subject to Job Evaluation).

The budgeted salary of the proposed Housing Delivery Trainee post in the Capital Works team at Grade 6 is £29,150 (estimated 2024/25 pay rates), which equates to an overall cost of £37,450 including oncosts. Whilst the cost of the addition of one full-time equivalent post to the establishment would be absorbed in the current financial year, full provision would need to be made in the establishment budget for 2024/25. Whilst it is proposed that funding for this role will come from the Capital Programme, through the capital salaries recharges, any associated increase in prudential borrowing costs for the Housing Capital Programme will ultimately be met from the HRA.

6. Legal Implications

The comments from the Head of Legal were as follows:

Whilst there are no direct legal implications that arise from this report, it is important that the recruitment process is in accordance with the Council's Recruitment and Selection policy.

7. Human Resources Implications

The comments from the Human Resources Manager were as follows:

HR supports the utilisation of the Apprenticeship Levy.

8. Union Comments

The comments from the Union were as follows:

UNISON supports the creation of this post. It is positive to see the Council offering a training position, and an opportunity for progression.

9. Climate Change Implications

The climate change implications are contained within the report.

10. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

11. Equality Impact Assessment

As this is not a change to policy an equality impact assessment not required.

12. Background Papers

Nil.