

## Report of the Chief Executive and Interim Strategic Director

**ADMINISTRATIVE SUPPORT – ESTABLISHMENT CHANGES**1. Purpose of report

To seek approval for change to the establishment within the Licensing Section of the Public Protection Division of the Chief Executive's Department and to create an Administration Apprentice post within the Business Support Unit of the Interim Strategic Director's Department.

2. Detail

A vacancy for a part-time (22 hours per week) Clerical Assistant post (L57) at Grade 3 has arisen in the Licensing Section. Rather than fill this post, the possibility of appointing a full-time Administration Apprentice at Grade 2 into the Business Support Unit to enable that team to provide the necessary administrative support to the Licensing Section has been considered. This would have a number of advantages including

- offering someone a training opportunity,
- drawing down funds from the Council's Apprenticeship Levy Fund,
- providing extra resilience for administrative support to the Licensing Section
- providing an extra two days administrative resource in the Business Support Unit.

The Administration Apprentice post would be for a fixed term of two years.

3. Financial implications

Based upon current salary scales, assuming the post holders are at the top of their scale and allowing for employers' national insurance and superannuation costs, the cost per annum of the Administration Apprentice post would be £21,550 whilst the saving from deleting the Clerical Assistant post would be £13,350.

The net cost of £8,200 per annum would be added to the vacancy rate target which for 2019/20 stands at £300,000.

**Recommendation**

**The Committee is asked to RESOLVE that:**

- 1. The part-time post of Administration Officer (L57) in Licensing be deleted**
- 2. A full-time Administration Apprentice post in the Business Support Unit be established on a two-year contract.**

Background papers

Nil