

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

3RD SEPTEMBER 2018

**REPORT OF THE HEAD OF PLANNING AND PUBLIC PROTECTION
– NICOLA PEARCE**

Matter for Decision

WARD(S) AFFECTED: All

Creation of a part-time post – Craig Gwladus Project Manager

Purpose of Report

The purpose of this report is to seek Member approval for the creation of a temporary, part-time Craig Gwladus Project Manager at Grade 8, 0.5 FTE, based within the Countryside and Wildlife Team.

Background information

Craig Gwladus Country Park is a well-used park, which has suffered significant reduction in budget over recent years and the state of the park is declining, with paths becoming overgrown, industrial heritage features being lost, existing interpretation out of date and the community becoming dis-engaged.

The Countryside and Wildlife Team have secured funding from Natural Resources Wales to develop a community-led, sustainable plan for the park that will enable coordinated and well-informed action. This will be achieved by:

- developing plans for the management and improvement of the park's habitats, infrastructure, features and interpretation.
- working with local schools to develop a teaching pack and park trail to enable the schools to use the park on a regular basis for curriculum based lessons.
- developing a plan for future funding and partnership working.
- working with the Friends of Craig Gwladus in designing a range of activities to appeal to different sectors of the community. These will provide the opportunity to: gather local opinion and knowledge on the future of the park; gather evidence of the wellbeing benefits for people connecting with their green spaces and community; providing training

and events to enable action; increase the volunteer base and membership of the Friends group; .

A significant proportion of the funding is to put in a place a Project Manager, to oversee the project, develop a funding and improvement strategy for the park and to pursue further funding for improvement of the site.

Proposal

To create a temporary, part-time (0.5FTE) Craig Gwladus Project Manager post, (Grade 8) based within the Countryside and Wildlife Team.

The post holder will oversee and deliver the grant funded project, which will include delivery of school workshops and volunteer conservation activities, wildlife / habitat surveying and training, community consultation and evaluation and provision of activities that deliver mental and physical health benefits.

In addition, the post will be responsible for developing and taking forward a strategy for the sustainable, long term management of the site, with a view to securing more long-term, external funding for ongoing improvement of the site.

Financial impact

The salary cost at the bottom of Grade 8, employed for 2.5 days per week, 0.5 FTE, will be £19,375. The cost will be funded by Natural Resources Wales' SMNR (Sustainable Management of Natural Resources) Grant, with a contribution of £3,118 from the Countryside and Wildlife Team's existing budget. A Financial Appraisal is attached as Appendix 1.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Equality Impact Assessment

An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment. Please see screening form attached as Appendix 2.

Workforce Impacts

There are no workforce impacts for this proposal.

Legal impacts

There are no legal impacts associated with this report.

Risk management

There are no risk management issues associated with this report.

7. Recommendation

It is recommended that approval is granted for the establishment of a Craig Gwladus Project Manager, at Grade 8, 0.5 FTE, based in the Countryside and Wildlife Team.

FOR DECISION

Reason for proposed decision

To deliver the grant funded project at Craig Gwladus Country Park, and to develop a funding and improvement strategy for the site.

Implementation of decision

The decision is proposed for implementation after the three day call in period.

Officer contact

Nicola Pearce, Head of Planning and Public Protection, Email n.pearce@npt.gov.uk tel. 01639 686681.

Catrin Evans, Countryside and Wildlife Team Leader, Email: c.a.evans@npt.gov.uk or tel. 01639 686056

Appendices

Appendix 1 – Financial assessment

Appendix 2 – Equality Impact Assessment

FINANCIAL APPRAISAL

SET UP COSTS

	<u>Current</u> <u>Year</u>				
	<u>£</u>				
-		-	-	-	-
-					-
<u>Costs</u>					
Recruitment Costs					
Accommodation Costs					
Office Costs					
Others					
Total Set Up Costs		-			
<u>Funding of Set Up Costs</u>					
Revenue Budget					
Reserves					
Special Grant					
Other (Specify)					
Total Funding of Set Up Costs		-			

RECURRING COSTS

	<u>Current</u> <u>Year</u>		<u>Next</u> <u>Year</u>		<u>Max in Full</u> <u>Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>
-		-		-	
-					
<u>Costs</u>					
Employee Costs (Financial Appraisal Statement)					
> Starting Salary	6,237		13,138		
> Additional cost at Maximum Salary					
Accommodation Running Costs					
IT Annual Costs					
Other Running Costs (specify)	-				
Total Recurring Costs	6,237		13,138		
<u>Funding of Recurring Costs</u>					
<u>External Sources</u>					
Specific Grant: Natural Resources Wales	3,119		13,138		
- staffing costs					
- other					
Funding from External Agencies					
Service Level Agreement					
Other (specify)					
<u>Internal Sources</u>					
Countryside and Wildlife Team					

Existing Budget Allocation	3,118	0	
Additional Guideline Allocation			
Other (specify) (Reserves)			
Total Funds Available	<u>6,237</u>	<u>13,138</u>	<u> </u>

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1

What service area and directorate are you from?

Service Area: Countryside and Wildlife, Planning and Public Protection

Directorate: Environment

Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

Appointment of Temporary Craig Gwladus Project Manager

Q2(a) What does Q1a relate to?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input type="checkbox"/> (H)	<input checked="" type="checkbox"/> (M)	<input type="checkbox"/> (L)

(b) Do your customers/clients access this service...?

Because they need to	Because they want to	Because it is automatically provided to everyone in NPT	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility	Medium visibility	Low visibility
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to general public
 (H)

to general public
 (M)

to general public
 (L)

(b) **What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)**

High risk
to reputation
 (H)

Medium risk
to reputation
 (M)

Low risk
to reputation
 (L)

Q5 How did you score?
Please tick the relevant box

MOSTLY H and/or M → **HIGH PRIORITY** → **EIA to be completed**
Please go to Section 2

MOSTLY L → **LOW PRIORITY / NOT RELEVANT** → **Do not complete EIA**
Please go to Q6 followed by Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

This is a short term post to deliver a grant funded project, which will be delivering site based improvements to the Country Park.

Section 2

Screener- This to be completed by the person responsible for completing this screening	
Name:	Catrin Evans, Countryside and Wildlife Team Leader
Location:	The Quays
Telephone Number:	01639 686056
Date:	13/08/2018
Approval by Head of Service	
Name:	Sheenagh Rees
Position:	Head of Human Resources
Date:	18/06/2018

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.

