

FOR PUBLICATION

Assistant Climate Change Officer role (GV620)

Meeting:	Portfolio Holder – Governance
Date:	
Cabinet portfolio:	Governance
Directorate:	Corporate

1.0 Purpose of the report

- 1.1 To enable recruitment to for a temporary Assistant Climate Change Officer role to assist with progressing the Climate Change Action plan 2019 - 2023.

2.0 Recommendations

- 2.1 That the new role of Assistant Climate Change Officer to added to the establishment and recruitment takes place.
- 2.2 That the Assistant Climate Change Officer role is temporary for 12 months and funded via the approved Climate Change project budget.

3.0 Reasons for recommendations

- 3.1 To respond to the administrative capacity challenges identified within the Policy and Partnerships Team.

4.0 Background

- 4.1 We are currently delivering the final and crucial year of the Climate Change Action Plan 2020-23. Significant work is underway to begin development of the next Climate Change Action Plan to support our corporate aim for CBC to reach net zero by 2030 and for the borough to do so by 2050.

4.2 The new action plan will be underpinned by a robust evidence base, and we have commissioned a carbon accounting and a decarbonisation pathways research project to support this work. During 2022/23, we anticipate that the Climate Change Officer capacity will be focussed on supporting services in the delivery of any at risk areas in the current action plan, and developing the new action plan following the outcome of the above commissioned research and in consultation with services and community partners.

4.3 Currently there are a significant amount of administrative based tasks which we feel could be undertaken by an Assistant Climate Change Officer to free up capacity for the Climate Change Officer to focus on more technical and specialised activity eg. carbon literacy training administration, performance management of the climate change action plan delivery, providing a 'front door' for increasingly regular community and member queries on the climate change agenda (climate Change is a high profile issue, generating much interest from all political parties and the local community).

4.4 Assistant Climate Change Officer role

A new temporary role (12 months) has been developed to provide much needed administrative and performance management support for Climate Change. The Job Description and Person Specification are attached at Appendix 1. The post has been job evaluated (subject to JE Panel confirmation) at Scale 4 (£19,650 – 20,043). This equates to £25,254 with oncosts (26%).

5.0 Alternative options

5.1 We will be assessing future human resource requirements linked to the new action plan. This could include the new Climate Change and Corporate Social Responsibility higher level apprenticeships which are now becoming available. However, due to the significant pressures within the final year of the plan and the heavy focus on administration and performance management, following advice from HR a 12 month temporary contract was considered to be the best option at this time.

6.0 Implications for consideration – Financial and value for money

6.1 The Climate Change Action Plan is accompanied by a funding package of £300,000 over the course of the plan. Some underspends have been identified from year 1 and 2 which can fund this post on a temporary basis as a project resource. Advice has been sought from the section 151 officer and she is comfortable with this approach.

7.0 Implications for consideration – Legal

7.1 No legal implications have been identified.

8.0 Implications for consideration – Human resources

8.1 The new role will be recruited to in-line with the Council’s recruitment and selection policy. The line manager and recruiting officer will be the Policy and Partnerships Manager.

9.0 Implications for consideration – Council plan

9.1 The delivery of the Climate Change Action Plan 2019 – 2023 and the development of the new plan for 2023 – 2030 are both key commitments within the Council Plan delivery plan for 2022/23.

10.0 Implications for consideration – Climate change

10.1 This role will be key to supporting the delivery of the final year of the current Climate Change action plan and enabling us to concentrate resources on the development of the new plan for 2023 – 2030.

11.0 Implications for consideration – Equality and diversity

11.1 The new role will be recruited to in-line with the Council’s recruitment and selection policy which includes a range of equality and diversity provisions including the disability confident scheme and job-share / flexible working arrangements.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Continued capacity challenges leading to under performance on	H	H	New role developed to maximise team productivity and	M	M

the current climate change action plan.			respond to pressures and emerging challenges.		
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Decision information

Key decision number	N/A
Wards affected	All

Document information

Report author
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Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
Appendix 1 – Job description and person specification.