

## Libraries Community Learning adult education e-learning service offer funded by the Education & Skills Funding Agency (ESFA) – HR Advice

This decision relates to acceptance of funding from the European Social Fund (ESF), which will allow NCC to create two fixed term positions: course tutor (Grade F) and admin support (Grade D) to deliver, and support the delivery, of our libraries adult e-learning offer.

If funding is accepted, management of the posts will remain with NCC, and NCC will retain all employment liabilities including any exit payments that may be payable at the end of the funding period. Management should ensure a clear agreement is in-place to guarantee the funding for the proposed period, with all on-costs included in order that all salary-related costs are off-set by the funding. I note that the latter issue appears to have been considered already.

All posts should have an established job description and evaluated and graded accordingly, if not yet done already. Decisions on pay must adhere to NCC's pay policy and established grading scheme.

Management should consider the need to recruit in light of the vacancy freeze implemented by CLT. A business case for recruitment is required with the support of the relevant Director and all requests should be submitted through the recruitment portal. All posts will be considered for redeployment and internal resource options should be considered first.

Management should be aware that the selected candidate(s) should commence on a starting salary of Level One within the respective Grade, unless the appointed colleague is already in employment at the council and on Level two of the same grade, in which case the employee would be matched over at the rate of pay they currently receive.

There will need to be a support and development plan for the new post holder once appointed in line with managing performance through the new probationary policy.

As the posts are initially temporary, an appropriate exit strategy must be in place in order to terminate the contract in line with NCC guidance in the event that the post cannot be made permanent at the end of the fixed term period. Management will need to ensure appropriate timelines are in place to notify the affected employee and give appropriate notice.

Matthew Hackney – HR Consultant

28<sup>th</sup> January 2021