

<b>SUBJECT:</b>	<b>MONLIFE NEW POST REQUIREMENTS</b>
<b>MEETING:</b>	<b>INDIVIDUAL CABINET MEMBER DECISIONS</b>
<b>DATE:</b>	<b>27 November 2019</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

- 1.1 To set out the requirements to establish new posts within MonLife structure.

**2. RECOMMENDATIONS:**

- 2.1 To agree the establishment of two new posts to support the transformation of the MonLife Services.

**3. KEY ISSUES:**

- 3.1 In September 2019 the Council approved the Business Plan and operating model for MonLife. The report highlighted that there will be a small number of new posts identified within the team configurations which are within the overall business plan costings for the services.
- 3.2 This report focusses on the immediate changes required and seeks to establish two new posts. All proposals will be subject to Job Evaluation and costs are contained within the MonLife Business Plan. There are a further three posts within the Business Plan which will be subject to a future report following a review by the Leisure Services Manager.
- 3.3 The additional posts are;

Volunteer Co-ordinator - To manage all elements of volunteering including assessing and meeting MonLife's needs through additional recruitment, placement and retention of volunteers. MonLife wants to increase the range of volunteering opportunities including those for young people, to benefit those seeking to change employment prospects, and enhance older people's community contribution and personal wellbeing.

Sales Officer - To support the Marketing Manager with campaigns aimed at maximising income / increasing participation across MonLife but particularly with large income targets in Leisure and Outdoor Activity Centres. MonLife has a diverse 'offer', with many products and a wide variety of customer bases. The range of product and customers gives us great potential to cross sell more effectively. This role will assist by making use of customer information and data, and will seek ways to better integrate customer sales activity and increase cross selling, building this into plans for events, programmes and venues.

#### **4 EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

- 4.1 The positive engagement activities with communities, customers and staff will continue as well as a focus on income generation and investment in key aspects of the business to ensure the culture and business thrives. Staff having clarity in terms of their roles, their place within the team configurations and the wider workforce is essential to their effectiveness and contributes to their engagement.

#### **4.2 OPTIONS APPRAISAL**

<b>Option</b>	<b>Benefits</b>	<b>Risks</b>	<b>Comments</b>
Not to agree new posts.	None	Lack of resources and clarity to achieve MonLife business plan objectives	
To agree new posts.	Will enhance the arrangements already delivering success and underpin the cross thematic working objectives under the Leisure Services Manager post.	None	

#### **5. EVALUATION CRITERIA**

- 5.1 By utilising MonLife's approved performance and evaluation framework and a CPD approach where employees are given control over their performance environment and are able to have mutually beneficial performance conversations with their managers will provide a measurement of success through staff engagement surveys and other data collection.

#### **6. REASONS:**

- 6.1 To inform members of the new post requirements to achieve MonLife Business Plan objectives.

#### **7. RESOURCE IMPLICATIONS:**

- 7.1 The following table demonstrates that the costs for the new posts. This additional cost can be met within MonLife's approved services budget.

<b>New Posts</b>	<b>FTE</b>	<b>Band</b>	<b>Gross Pay £</b>
Volunteer Co-ordinator	0.54	E	17,492
Sales & Marketing Assistant	1.00	H	44,986
Total			62,478

- 7.2 The MonLife business plan included proposals for additional new staff posts as well as benefitting from VAT savings through the adoption of the Ealing ruling so that additional investment would be made in services. Members will be also be aware of the additional

resources of £97,604 approved for transformation of these services at Council in September 2019 which is to be included within the MTFP for 2020-21.

**8. CONSULTEES:**

Cabinet Member for Governance  
Chief Operating Officer MonLife  
SLT

**9. BACKGROUND PAPERS:**

Report to Council 19<sup>th</sup> October 2019.

**AUTHORS & CONTACT DETAILS:**

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