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Thursday, 20 April 2017

Notice of Reports Received following Publication of Agenda.

Individual Cabinet Member Decisions

Wednesday, 26th April, 2017 at 5.00 pm,

Attached are reports that the committee will consider as part of the original agenda but were submitted to democratic services following publication of the agenda.

Item No	Item	Pages
6.	Appointment of Assistant Transport Planner (Active Travel) - Fixed term	1 - 4

Paul Matthews
Chief Executive

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REPORT

SUBJECT: Appointment of Assistant Transport Planner (Active Travel) – Fixed term

MEETING: Individual Cabinet Member decision (Cllr P Murphy)

DATE: 26th April 2017

DIVISION/WARDS AFFECTED: Countywide

1. PURPOSE

To seek approval for the appointment of an Assistant Transport Planner (Active Travel) for a fixed term contract of twelve months to backfill whilst the Council's Transport and Planning Officer is on secondment to Cardiff Capital Region City Deal Regional Transport Authority (CCRTA).

2. RECOMMENDATIONS

- 2.1 That a full time post titled Assistant Transport Planner be created for a twelve month period – band F (£22,658-£25,951).

3. KEY ISSUES

- 3.1 As City Deal develops a Regional Transport Authority is being created which is seeking to second MCC's Transport and Planning Officer initially for a period of 6 months
- 3.2 MCC is being recompensed for the secondment (3 days per week) and this money is being used to create the new post.
- 3.3 The postholder will undertake certain aspects of the role presently undertaken by the Transport and Planning Officer. A draft Job description is attached (appendix 1).
- 3.4 The secondment is initially for a period of 6 months although it is fair to say that the secondment will quite likely extend beyond the 6 month period. Should this happen, or the secondment become full time then officers presently anticipate the council being recompensed accordingly.

4. REASONS

- 4.1 City Deal is of major importance to South East Wales. The Council's Transport and Planning Officer has significant experience in working on regional transport solutions so the secondment benefits the development of transport plans for the Cardiff Region City Deal overall.

4.2 The secondment is for 3 days per week so the Transport and Planning officer will continue to undertake certain aspects of his current role. However without the creation of the new post those elements described in the job description will not be undertaken. In particular the Council is required to complete Active Travel plans by September. Without this post this will not be completed.

5. RESOURCE IMPLICATIONS:

The creation of the post is cost neutral.

The authority is seeking £33,000 (full year) recompense for the secondment (initially pro rata for 6 months).

This is sufficient to fund a full time post at band F inclusive of employer on costs.

Should the secondment be terminated after the initial 6 months then the fixed term contract will similarly be ended unless funding to complete the 12 month period can be found within the Operations department budget overall.

6. FUTURE GENERATIONS and EQUALITY ASSESSMENT

None applicable directly to this report.

SAFEGUARDING ASSESSMENT:

There are no safeguarding implications associated with the recommendations within this report.

7. CONSULTEES:

A full consultation exercise has not taken place.

City Deal Programme Board is ratifying the secondment in principle but MCC needs to approve the new post to provide cover during the secondment. Their timescale has precluded officers from undertaking a full consultation process on this report although some members and Chief Executive are aware of the proposal

8. BACKGROUND PAPERS: Nil

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9. AUTHORS

Roger Hoggins, Head of Operations

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MONMOUTHSHIRE COUNTY COUNCIL

JOB DESCRIPTION

DEPARTMENT: Highways and Flood Management

POST TITLE: Assistant Transport Planner (Active Travel)

POST NO: tbc

GRADE: Band F – (£22,658 - £25,951)

HOURS: Full-time

LOCATION: MCC offices in Raglan, Usk and Magor, or other venue as determined appropriate for service needs. In the event of a change in base no relocation or disturbance expenses will be paid.

SPECIAL CONDITIONS: Initial fixed term contract for 12 month with a possibility of extension

RESPONSIBLE TO: Group Engineer / Traffic & Network Manager

RESPONSIBLE FOR:

To develop and lead delivery of walking and cycling plans and projects across Monmouthshire and to promote active travel to businesses, schools and colleges, services and facilities

JOB PURPOSE:

Key Responsibilities and Duties

1. To lead the implementation of the Active Travel (Wales) Act, including the development of Existing Routes Maps and Integrated Network Maps and preparation of progress reports;
2. To develop plans and projects to improve walking and cycling facilities in Monmouthshire [and Newport], including development of funding applications;
3. To work with communities and stakeholders in promoting walking & cycling across the county [and city], including planning and delivery of workshop and events;
4. To provide advice and information on active travel within Monmouthshire County Council [and Newport City Council], including support relating to local transport plans, local development plans and planning applications and acting as lead officer for the Strategic Cycle Group (SCG);
5. To work with businesses and schools to identify barriers to increased levels of active travel, and to develop and implement plans for modal shift;
6. To measure active travel levels and carry up monitoring and surveys;

7. To work with colleagues and external partners, supporting them with advice and information, assist in bringing forward initiatives, share good practice with other local authorities
8. To deal with all active travel related correspondence and any consultation, replies, etc. that may be necessary, to represent the council[s] on any external groups as required and to prepare and present reports to the council[s] and committees

MONMOUTHSHIRE COUNTY COUNCIL

PERSON / EMPLOYEE SPECIFICATION

DEPARTMENT: Highways and Flood Management

POST TITLE: Assistant Transport Planner (Active Travel)

POST NO: tbc

ESSENTIAL CRITERIA:

- Experience of working on active travel issues
- Thorough knowledge of the Active Travel (Wales) Act and walking & cycling best practice. Technical highway planning knowledge would be desirable.
- Possession of a relevant professional qualification (degree level or equivalent) or extensive equivalent working experience would
- Experience of working effectively with local communities, the public, and other stakeholders and external agencies and partnerships.
- Willing to lead and take responsibility for promoting innovative service improvements.
- Effective and Efficient communication skills, both written and verbal.
- Practical skill, knowledge and experience of a range of IT applications.
- Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training, and a commitment to their effective implementation in a countryside context.
- An awareness of Health and Safety issues and be willing to abide by Monmouthshire County Council's Health and Safety Policies & Procedures to ensure the health and safety of themselves and others in line with the authority's policies