

**WAVERLEY BOROUGH COUNCIL**

**EXECUTIVE - 7 JUNE 2016**

---

**Title:**

**RECRUITMENT OF A GRADUATE TRAINEE TO THE ENGINEERS' TEAM**

**[Portfolio Holder: Cllr Tom Martin]  
[Wards Affected: All]**

---

**Summary and purpose:**

The purpose of this report is to seek approval for the recruitment of a Graduate Trainee to the Engineering Team.

---

**How this report relates to the Council's Corporate Priorities:**

The proposal responds to Council priorities in terms of customer services and value for money.

**Financial Implications:**

The cost of a Graduate trainee engineer, on a starting salary scale 9e is £26,779. It is proposed that the post be capitalised with an additional income to the Team coming from the car park rolling programme capital budget. To support the recruitment process, Waverley may wish to overtly commit to sponsorship for formal professional training and a planned career development pathway, as has proven successful with Graduate Trainees elsewhere in the Council. There would be financial implications arising from this.

**Legal Implications:**

There are no legal implications arising from this report.

---

**Background**

1. The general issue of succession planning for the Property and Engineering Service was raised with members during the Star Chamber process in 2015/16, with support for the investment being recorded by the Portfolio Holders at that time. The proposal has now been explored and evaluated.
2. The approach being put forward in response to this particular succession issue is in line with the corporate Skills Gap and Capacity Management Strateg". The team currently constitutes an FTE of 2.5. The Team Manager is full-time as is one of the Engineers although he has an agreement to work a 37 hour four day compressed week. The average age of the team is 60 and so succession planning is a "live" issue, especially given the activity of the team does not readily lend itself to provision by a third party.

3. Activity of the team can be summarised as:
  - Drainage 0.9 fte
  - Street furniture 0.3 fte
  - Technical advice/support to other departments - 0.4 fte
  - Corporate Property Management 0.7 fte
  - Asset Management 0.1 fte.
4. There are other areas where the team have involvement e.g. car parking, emergency planning and contract management. The Team has already committed to provide additional technical advice to Parking Services particularly in respect of design and build tendering processes starting with the Haslemere High Street Project. If resourced, this could be a permanent feature of the service. It is fundamental to this proposal that programme and project management will be available to Environmental Services in respect of car parks in particular.
5. Whilst in theory it would be possible to procure some of these services via a third party contractor or some sort of shared service arrangement, it is not anticipated that this would effectively preserve the efficacy of the current arrangement. There is real value of having dedicated in-house resource that is familiar with and has detailed knowledge of the range of assets the Engineering Team can have day to day involvement with (e.g. in the event of flood). Therefore, having considered the various options and to ensure continuity, it is proposed that a Graduate Trainee be recruited.
6. It is anticipated that in common with other Graduate posts the at Waverley, the job will be evaluated as Grade 9 with a starting salary of £21,827. It is hoped that at least one of the current post-holders will remain in post long enough for them to familiarise the successful Graduate with the range of assets, records and day to day demands which would ease any future transition. This is particularly important when considering the detailed knowledge required to enable Waverley to discharge its responsibilities in respect of drainage, water-courses and street furniture. The make up of the team will be re-evaluated as existing post-holders retire and it may be that if this proposal is successful, it will not be necessary to have to recruit to full-time replacements. Alternatively a two year contract could be offered.
7. Funding for the post is expected to effectively be capitalised. Based on the projected budgets for car parking and other corporate capital works, the team will be involved in a capital re-charge which (based on a 10% client fee for parking contracts) would generate between £25-50k per annum.
8. Research has been undertaken to help understand the job market for substantive Engineers posts, and details of this are attached as Annexe 1. A salary equivalent to at least Grade 6 (our posts are currently graded at 7) might be needed. The intention of this approach by recruiting a graduate trainee is to develop our own resource as opposed to taking our chances in a competitive market.

## **Recommendation**

It is recommended that the Executive approves the proposal to recruit a Graduate Trainee to the Engineering Team.

---

## **Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

---

## **CONTACT OFFICER:**

**Name:** David Allum

**Telephone:** 01483 523338

**E-mail:** david.allum@waverley.gov.uk