

17 October 2012

Agenda Item: **9****REPORT OF THE GROUP MANAGER, CULTURAL & ENRICHMENT  
SERVICES****ESTABLISHMENT OF A TEMPORARY OUTDOOR EDUCATION VISIT  
TUTOR POST AT SHERWOOD FOREST COUNTRY PARK AND A  
TEMPORARY BUSINESS SUPPORT ADMINISTRATOR POST AT  
PERLETHORPE ENVIRONMENTAL DAY CENTRE****Purpose of the Report**

1. This report seeks approval to establish a 0.4 fte Visit Tutor (Grade 5 pending NJE) temporary post based at Sherwood Forest Country Park and to disestablish the current 0.68 fte (term time only) Administrative Assistant (Grade 2) post and establish a 0.8 fte Business Support Administrator (Grade 4) temporary post based at Perlethorpe Environmental Day Centre. The established posts will be for an 18 month period in the first instance.

**Information and Advice**

2. In 2002, the County Council signed an agreement with English Nature to create Sherwood Forest National Nature Reserve. As part of this agreement the Council has a statutory duty under the Wildlife and Countryside Act 1981 to promote environmental education on sites of special scientific interest (SSSI), particularly to children and young people. This is currently being undertaken by the Sherwood Forest Park Rangers along side their site management responsibilities. A review of the Country Parks and Green Estates Service is nearing completion and as part of this there is a move towards park rangers focusing on their site management responsibilities in line with the nature of the post.
3. The Outdoor Environmental Education (OEE) Day Centres, Perlethorpe and Brackenhurst, offer a provision for largely primary school groups from across the County to enhance the school curriculum through the outdoor environment in both on and off-site locations. The Centres are well used, with term time occupancy levels for 2011/2012 of 77% combined and pupil numbers of 10,928.
4. By aligning the responsibility to deliver outdoor environmental educational at Sherwood with the OEE service, it will allow a more focused approach, provide continuity of educational standards and an understanding of the needs of schools and the curriculum alongside building on the number of schools visiting Sherwood Forest Country Park. The post will be part of the OEE team and directly managed by the Head of Day Centres. This will provide support, sharing of ideas and practical resources and allow for

consistent Health and Safety practices to be applied across Outdoor Learning in Nottinghamshire.

5. Administrative support for Environmental Day Centres is currently provided by a 0.68 fte post (term time only). This post was not included in the CFCS Business Support Review in 2011 and still resides within the OEE service.
6. To ensure that the correct levels of business support are in place across the Environmental Day Centres a review has taken place. This has identified the need to refocus the business support provision across the service at a higher level, providing co-ordinating support for the aligned education offer at Sherwood Forest Country Park and maximising income generation.

### **Other Options Considered**

7. Continued operation by the Country Parks and Green Estates Service would be feasible but would not provide the best operating model for delivery.

### **Reason/s for Recommendation/s**

8. The Outdoor Environmental Education Service will oversee an experienced educationalist in the delivery of provision to schools and groups, allowing Park Rangers to fully undertake their core responsibilities on site. An increased, higher level of business support will ensure a consistent approach in the co-ordination and management of systems across the Education Day Centres and the proposed offer at Sherwood. This will also include maximising income generation and supporting the Head of Day Centres in further developments of service delivery.

### **Statutory and Policy Implications**

9. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

10. The cost of the 0.4 fte (Grade 5 pending NJE) Outdoor Education Visits Tutor will be £10,338 - £11,778 including on-costs and will be offset against income generated from group bookings.
11. The cost of the 0.8 fte (Grade 4) Business Support Administrator 4 will be £17,585 - £20,007 including on-costs. The current cost of the administrative post to be disestablished is £11,159 and additional revenue budget will be required which will be met from within Cultural & Enrichment/Business Support Services.
12. A small contribution will be made from the Country Parks and Green Estates Service in year 1 to assist in the transition and co-ordination of the provision.

## **Human Resources Implications**

13. Staff affected by any proposed changes will be fully consulted with in accordance with the policy and procedures of the County Council.

## **RECOMMENDATION/S**

That:

- 1) the establishment of a temporary (18 months) post of 0.4 fte Visit Tutor (Grade 5) be approved.
- 2) the disestablishment of the post of 0.68 fte Administrative Assistant (Grade 2) (term time only) and establishment of a temporary (18 months) post of 0.8 fte Business Support Administrator (Grade 4) within the CFCS Business Support Service be approved.

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## **Constitutional Comments (KK 12/09/12)**

14. The proposals in this report are within the remit of the Early Years and Young People's Sub-Committee.

## **Financial Comments (NDR 11/09/12)**

15. The financial implications are set out in paragraphs 10 to 12 of the report.

## **Background Papers**

None.

## **Electoral Division(s) and Member(s) Affected**

All.

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