

**TO: EMPLOYMENT COMMITTEE – 24<sup>th</sup> JANUARY 2006**

**SUBJECT: ALTHORPE INNOVATION AND ENTERPRISE CENTRE  
ESTABLISHMENT OF STAFF POSITIONS**

**FROM: ACTING DIRECTOR CUSTOMER INFORMATION AND ADVICE**

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**1. PURPOSE OF REPORT**

1.1 To establish the posts of Business Manager and administration assistant for the Althorpe Innovation and Enterprise Centre

**2. BACKGROUND**

2.1 In July 2004 the Executive agreed to request that the Employment Committee established the post of Business Manager and Administration Assistant for the scheme at Althorpe Street pending the award of a grant from Advantage West Midlands to support the scheme.

2.2 At its meeting of 11<sup>th</sup> December 2006 the Executive accepted the grant offer that has been made by Advantage West Midlands which includes funds for a Manager and one full time equivalent post covering reception and administration functions. The funding is available from April 2007 until March 2012 and therefore any staff appointed would have full employment rights and the costs of ending the contracts of employment would need to be built into the project.

2.3 The establishment of these posts will allow a redeployment opportunity for an existing member of staff who has been instrumental in securing the funding for the Enterprise Centre.

**3.0 POLICY AND BUDGET FRAMEWORK**

3.1 The finance for these posts has been agreed by the Executive and the recruitment to them will be in line with the District Councils recruitment and redeployment procedures.

**5. RECOMMENDATIONS**

5.1 That the posts of Business Manager and Administration Assistants (2 x 0.5 full time equivalents) are established in the Directorate of Customer Information and Advice for the period 2007/08 to 20011/12 or until such time as there is funding available.

**Karen Pearce**  
**Acting Director Customer Information and Advice**

**BACKGROUND PAPERS**

Executive 25<sup>th</sup> July 2004. Executive 11<sup>th</sup> December 2006

**Areas in District Affected: All**

**Key Decision: No**

**For further information about this report please contact:**

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