

Report No. 4

Report to Policy and Resources Committee 3rd December 2014

Greensquare "Whatever" programme

Councillor R Budgen

1. Purpose of the report

- 1.1 The purpose of this report is to seek the Committee's agreement for the Town Council to participate in GreenSquare's 'WHATEVER' programme.
- 1.2 This programme is intended to allow GreenSquare clients the opportunity to gain experience in the workplace to facilitate their return to meaningful employment.

2. Background

- 2.1 Since the inception of the Malmesbury Hub it has been recognised that a part-time resource was required in the Hub to provide routine administrative tasks, contact other organisations to promote the facility, to investigate the appetite amongst our waiting list of gallery users to display their offerings at a reduced rate, to provide a visual point of contact, etc. Currently this need is unmet.
- 2.2 Whilst a member of staff has been recruited to the post of Administration Assistant it is anticipated that the resource will be fully utilized within the office.

3. Proposal

- 3.1 The GreenSquare 'WHATEVER' programme is totally funded by GreenSquare. The commitment upon the Council is to provide a place of work for the candidate and direction/supervision in respect of the tasks that need to be accomplished. The individual would report through the usual management structure in the Council but with support from members of the Hub User Group.
- 3.2 A likely candidate has been interviewed and before moving on to the next stage agreement is being sought from the Policy & Resource Committee to proceed to the next stage, which will be obtaining formal agreement from Full Council.
- 3.3 Each individual programme runs for thirteen weeks with an option to extend by three weeks. The programme can be terminated at any point at the request of either party. It would be intended to commence the programme in January and run it for six months with a review after three months.
- 3.4 Any individual coming into the scheme would be occupied in concentrating on the promotion and raising awareness of the Hub to generate greater use by a wider range of organisations.

4. Financial implications and risks

- 4.1 There are no financial implications for the Council as all costs associated with the programme are funded by GreenSquare.
- 4.2 The level of supervision required could be accommodated by the Town Clerk and Deputy Town Clerk.

5. Recommendations

- 5.1 That the P&R Committee agree to support the use of the GreenSquare 'WHATEVER' programme to provide part-time administrative support in the Malmesbury Hub as described above.