

8 LEISURE AND ARTS DEPARTMENT - ESTABLISHMENT OF FIXED TERM POST (AN192-2004)

Following the recent successful launch of the LeisureActive membership scheme and continued development of the golf membership scheme, there has been a significant increase in the number of memberships to their current totals of 1,600 and 1,700 respectively.

An increased proportion of customers are preferring to pay by monthly direct debit. There is now a significant workload involved in supporting and developing the membership database and supporting administrative processes, including the maximisation of income. In order to ensure the continued successful operation of the schemes, it is recommended that a post of Memberships Administrator, graded AP1 (£14,211 - £15,204), be established on a fixed term of 3 years.

It is also recommended that tasks relating to bookings be transferred to the Business Development section along with one post of Invoicing/Bookings Assistant, graded GS1/2 (£10,068 - £13,416).

The cost of the new post will be £14,137 in the current financial year and £16,965 in a full financial year. This will be funded from additional income generated from the membership schemes operated and developed by the Leisure and Arts Department. The Leisure & Arts Revenue Budget will be amended to reflect the additional expenditure of this new post and the additional matching income from which the post is being funded.

The Committee's approval is requested.