



PERSONNEL COMMITTEE

10.00 AM - FRIDAY, 19 MARCH 2021

VIA MICROSOFT TEAMS

PART 1

1. Welcome and Roll Call
2. Declarations of Interest
3. Re-structure and Appointment of Senior Management posts within the Education, Leisure and Lifelong Learning Directorate (*Pages 3 - 18*)
4. Urgent Items
Any urgent items at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972.

K.Jones
Chief Executive

Civic Centre
Port Talbot

Friday, 12 March 2021

Committee Membership:

Membership to be confirmed at Annual Meeting of Council.

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

19th March 2021

Report of the Head of Transformation

Matter for Decision

Wards Affected: All Wards

Re-structure and Appointment of Senior Management posts within the Education, Leisure and Lifelong Learning Directorate

Purpose of the Report:

To approve restructuring of the Education, Leisure and Lifelong Learning (ELLL) Directorate Senior Management Team and the Directorate's finance support team, as well as arrangements to appoint to the resultant vacant posts.

Executive Summary:

This report seeks approval to implement arrangements to restructure the senior management team within ELLL following the appointment of a new Director. This includes the deletion of the Head of Transformation post and the creation of and recruitment to, two Heads of Service within the directorate.

Background

Senior Management Team

The ELLL Directorate currently has two Heads of Service, the Head of Transformation and the Head of Participation. The current Head of Transformation has recently been appointed Director of ELLL, to take up post with effect from 1st April 2021. This report seeks approval to implement arrangements to restructure the senior management team, deleting the Head of Transformation post and establishing and appointing to an additional two Heads of Service within the directorate;

- Head of Early Years, Inclusion and Participation
- Head of Support Services and Transformation

If approved the final appointment decision will be determined at a meeting of the Special Appointments Committee in June 2021.

As a result of the proposed changes within the report, the portfolios of the three Heads of Service will be reviewed and reconfigured to align and streamline service delivery with the aims and objectives of the Education service at its core. The restructuring is designed to increase the strategic capacity of the directorate to be able to meet the immediate challenges such as Education Reform; impact of Covid on pupils and schools; Additional Learning Needs Reform and improving the preparedness of pupil's ability to learn when entering foundation phase by coordinating services and resources around Early Years.

Delegated authority is also sought to make the necessary arrangements to cover the duties of the vacant Heads of Service posts, with existing officers within ELLL, utilising either the council's honorarium payment scheme or the acting up scheme, as appropriate, and with effect from 1st April 2021 until the time that the new Heads of Service take up their positions.

Finance posts

It is also proposed to restructure the management of the finance department within the ELLL directorate. This will be as a result of a management of change process, using the council's Management of Change in Partnership Policy and Procedure, it is proposed to;

- Delete the Finance and Data Co-ordinator post within ELLL (this post is currently vacant)
- Re-evaluate the Schools Funding and Information Managers post to take into account additional duties and responsibilities following, in part, the deletion of the above post.

Appointment of Heads of Service

The Neath Port Talbot County Borough Council Constitution sets out that the appointment of a Head of Service, is vested in the Special Appointments Committee.

Advertisement

It is proposed to advertise these Head of Service positions via national advertising and on-line media.

Selection process

The key dates and milestones are set out below:

Date	Milestone
25 th March 2021	Launch recruitment campaign
21 st April 2021	Closing date for applications
11 th May 2021	SAC Longlisting
By 18 th May 2021	Psychometric Testing
19 th – 21 st May 2021	Officer / Stakeholder Interviews/ Pupil Panel Head of Support Services and Transformation
26 th – 28 th May 2021	Officer/ Stakeholder Interviews/ Pupil Panel Head of Early Years, Inclusion and Participation
3 rd June 2021	SAC Shortlisting Meeting
22 nd June 2021	Final Interview and Appointment

Financial Impacts:

Recruitment costs, which include the costs of advertising and specialist support with psychometric testing, are expected to be in the region of £25k. These are one off, non-recurring costs.

No additional funding is sought to enable the proposed restructuring as the additional Head of Service Post will be funded from the deletion of a senior post within the Inclusion Service and the deletion of the Finance and Data Co-ordinator post, (please see Financial Summary Appendix 1).

Integrated Impact Assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the

Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix 3, has indicated that a more in-depth assessment is not required. A full impact assessment is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

Valleys Communities Impacts:

No implications

Workforce Impacts:

This appointment process will be conducted in line with the Council’s Officer Employment Procedure Rules.

Legal Impacts:

No implications

Risk Management Impacts:

The timescale set out in this report and the use of specialist support, aims to mitigate against the risk of not being able to appoint in a timely manner.

Consultation:

There is no requirement for external consultation on this item.

Recommendations:

It is recommended, that having due regard to the Integrated Impact Screening Assessment

(a)that the Council:

- (i) delete the current Head of Transformation role;
- (ii) delete the Finance and Data Co-ordinator position within the Education Directorate
- (iii) create, advertise and recruit the Head of Early Years, Inclusion and Participation
- (iv) create, advertise and recruit the Head of Support Services and Transformation

(b)that delegated authority be granted to the Head of Transformation and Director of Education, Leisure and Lifelong Learning (in consultation with the Head of Human and Organisational Development) to make any additional honorarium or acting up payments to colleagues who are undertaking additional duties, in line with Council's processes and procedures.

Reasons for Proposed Decision:

To ensure a timely transition to a new Senior Management Team for Education, Leisure and Lifelong Learning.

Implementation of Decision:

The decision is proposed for implementation after the three day call in period.

Appendices:

Appendix 1 – Financial Appraisal

Appendix 2 – Integrated Impact Screening Assessment

List of Background Papers:

- The Constitution of Neath Port Talbot County Borough Council
- The Local Authorities (Standing Orders) (Wales) Amendment Regulations 2014

Officer Contact:

Andrew Thomas,
Head of Transformation
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APPENDIX 1

Financial Appraisal

To be completed by the relevant Accountant

<u>Costs</u>	Current Year £
Recruitment Costs	£25,000
Accommodation Costs	
Office Costs	
I.T.	£500
Other (Specify)	
Total Set Up Costs	£25,500

<u>Funding of Set Up Costs</u>	
Revenue Budget	£25,500
Reserves	
Special Grant:	
Other (Specify)	
Total Funding of Set Up Costs	£25,500

Recurring Cost

<u>Costs</u>	Current Year £	Full Year £	Maximum £
Total Salaries		£109,157	£120,186
Employee Training & Seminars			
Accommodation Running Costs			
Travel & Subsistence (Standby Allowance)			
Other Running Costs - Office Supplies			
Other Running Costs –Mobile Phone		£144	£144
Total Recurring Costs		£109,301	£120,330
<u>Funding of Recurring Costs</u>	Current Year £	Full Year £	Maximum £
<u>External Sources</u>			
Specific Grant			
Funding from External Agencies			
Service Level Agreement			
Other (Specify)			

<u>Internal Sources</u>			
Existing Budget Allocation-Saving		(£133,237)	(£133,237)
Other (specify)			
Total Funding		(£23,936)	(£12,907)

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Deletion of Head of Transformation and Recruitment and Appointment Head of Early Years, Inclusion and Participation and the Head of Transformation and Support Services

Service Area: Workforce Matter

Directorate: All

2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				

Sexual orientation		X				
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4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		X				

such as air quality, flood alleviation, etc.						
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6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	x		The creation of 2 new Heads of Service and the deletion of the Head of Transformation, and ensure that leadership of the Council's education workforce, its key asset, is secured.
Integration - how the initiative impacts upon our wellbeing objectives	x		As above. The appointment 2 new Head of Service positions will provide the necessary leadership to ensure wellbeing objectives are met.
Involvement - how people have been involved in developing the initiative	x		The appointment process will the involvement of include key stakeholders.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council appointment.
Prevention - how the initiative will prevent problems occurring or getting worse	x		A timely appointment will ensure a smooth transition to the 2 new Head of Service positions.

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	<input checked="" type="checkbox"/>
Reasons for this conclusion	
A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language.	

A full impact assessment (second stage) is required	<input type="checkbox"/>
Reasons for this conclusion	

	Name	Position	Signature	Date
Completed by	Andrew Thomas			
Signed off by		Head of Service/Director		

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