

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

Monday 4th July 2016

Report of the Head of Participation – Christopher Millis

Matter for Decision

Wards Affected:

All

Participation Services Managerial Re-structure

Purpose of the Report

The purpose of the report is to seek Member approval in relation to the managerial re-structure in Participation Services within the Directorate of Education, Leisure and Lifelong Learning. The new structure will provide strategic guidance, operational support and a clear focus on the outcomes of both Communities First and the services contained within the Think Family Partnership. The structure will clarify individual roles and responsibilities.

Executive Summary

The report proposes a new supportive management structure that will address the operational gaps arising from the retirement of the Think Families Partnership Programme Manager, the challenges that the Welsh Government Alignment Project will have on future service delivery and the need to provide managerial support at the most appropriate level.

Background

The Participation range of services of Communities First (including the Rural Development Plan), Think Family Partnership (TFP) comprising of Flying Start, Families First, Play, Early Years and

Childcare and the Family Information Service, Youth Service, NPT Works, Adult Community Learning and the Skills and Training Unit are part of Education, Leisure & Lifelong Learning Directorate. The Section's primary purpose is to reduce the effect of deprivation on pupil and student outcomes and promote greater and more effective participation.

The Section relies on funding from Welsh Government, from Europe, as well as from core funding from the Council.

From September 2015, the Directorate introduced a new structure at Co-Ordinator level. From the Participation Section's perspective various challenges existed at that time including maximising and securing external funding and developing a business model for services which was both outcome driven and also, for some services, income driven as well.

In March 2016, the Think Families Partnership Programme Manager retired leaving a significant gap in both managerial and knowledge terms. This coincided with a new single plan being implemented by Communities First across the County Borough and the implementation of Communities 4 Work. Welsh Government are also introducing an Alignment Project across all four anti-poverty programmes of Communities First, Flying Start, Families First and Supporting People, the latter being managed in Social Services. This is designed to bring all four programmes closer together as well as providing, where appropriate, a single plan for all four programmes with access to high quality data.

Proposed Structure (Appendix 2)

- Delete the post of Strategic Officer and the post of TFP Programme Manager and create a new position of Participation Manager. This post will have responsibility for Communities First (with RDP and Cognation) and the TFP and to be the strategic lead on these two areas especially ensuring that the programmes are grant compliant, programmes are outcome focused and that the Council are implementing the Alignment Project in partnership with Welsh Government.

- Delete the post of Play Manager and create a new post of Families First and Play Manager with specific responsibility for Play and to provide day-to-day operational support to:
- Create a new position of Performance and Monitoring Officer to ensure that Families First is grant complaint and the Performance Framework is implemented. This post has been temporary for over two years and is core funded.
- Delete the posts of Flying Start Childcare Manager and create a new post of Flying Start Manager with specific responsibility for the Council's operational function of Flying Start both revenue and capital. Once this position is occupied, the structure below this will be determined according to budget available.
- To revise the job description of the Rural Development Plan Manager to reflect enhanced duties.
- Re-designate the role of Administration Officer (two posts) to Think Family Partnership Support Officer. The Job Description and Personal Specifications will not be affected.

New structure (Grades subject to Job Evaluation):

| Posts | Hours worked | Grade | Post title |
|-------|--------------|-------|------------------------------------|
| 1 | 37 hours | 11 | Participation Manager |
| 1 | 37 hours | 9/10 | Families First and Play Manager |
| 1 | 37 hours | 9/10 | Flying Start Manager |
| 1 | 37 hours | 9 | Rural Development Plan Manager |
| 1 | 20 hours | 7 | Performance and Monitoring Officer |

* Grades have been estimated as maximum for the post and the financial appraisal has been produced in-line with these. If lower grades are returned there would no detriment to the proposal.

It is also proposed to assimilate the following posts into the new structure. This has been agreed in principle with the Trade Unions on 4th May 2016.

| | |
|--------------------------|-----------------|
| Post title to be deleted | Assimilated to: |
|--------------------------|-----------------|

| | |
|---|------------------------------------|
| Strategic Officer and TFP Programme Manager (vacant) | Participation Manager |
| Play Manager | Families First and Play Manager |
| Flying Start Childcare Manager | Flying Start Manager |
| Performance and Monitoring Officer (temporary position) | Performance and Monitoring Officer |

Financial Impact

All positions are contained within the existing budgets both grant aid and core.

Equality Impact Assessment

The equality implications of the proposals above have been assessed in accordance with the Equality Act 2010. The Act required public bodies to assess the likely impact of proposed policies and practices on its ability to comply with the general duty (to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups) for all people with protected characteristics.

The Equality Impact Assessment (EIA) Screening Tool has been applied and has resulted in a 'Low' outcome, therefore not requiring a full EIA to be undertaken. The proposed re-structure is a positive for the organisation and the communities of Neath Port Talbot.

Workforce Impacts

The Council's Management of Change process and procedure has been followed in respect of these proposals and this commenced on Tuesday 10th May 2016 with staff who it is proposed would be affected by this change. Trade Unions were in attendance at the formal consultation meeting.

As discussed at the meeting, employees and Trade Unions were invited to submit comments, queries and counter/alternative proposals to management. HR and Trade Unions also advised that

they were available for support and relevant contact details have been distributed.

Comments have been received from employees and these comments have been taken into consideration in the proposed new structure.

No employees are at risk of redundancy as a result of this proposal.

Legal Impacts

There are no legal impacts in relation to this report.

Risk Management

The proposed changes and challenges will provide an opportunity to implement a new managerial structure to provide expertise and support where it is required as well as future proofing the structure to the demands of the Services moving forward thus reducing the potential risk to the Council from an operational and financial perspective.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendations

It is recommended that Members approve:

- the deletion of the post of the Strategic Officer and the post of TFP Programme Manager and create a new position of Participation Manager.
- the deletion of the post of Play Manager and create a new post of Families First and Play Manager.
- the deletion of the post of Childcare Manager and create a new post of Flying Start Manager.
- the creation of a new position of Performance and Monitoring Officer.
- the revision of the job description of the Rural Development Plan Manager to reflect enhanced duties.
- the re-designation of the role of Administration Officer (two posts) to Think Family Partnership Support Officer.

FOR DECISION

Implementation of Decision

The decision is proposed for immediate implementation.

Appendices

Appendix 1 - Financial Appraisal

Appendix 2 - Organisational Charts current and new

List of Background Papers

Equality Impact Assessment Screening Form

Officer Contact

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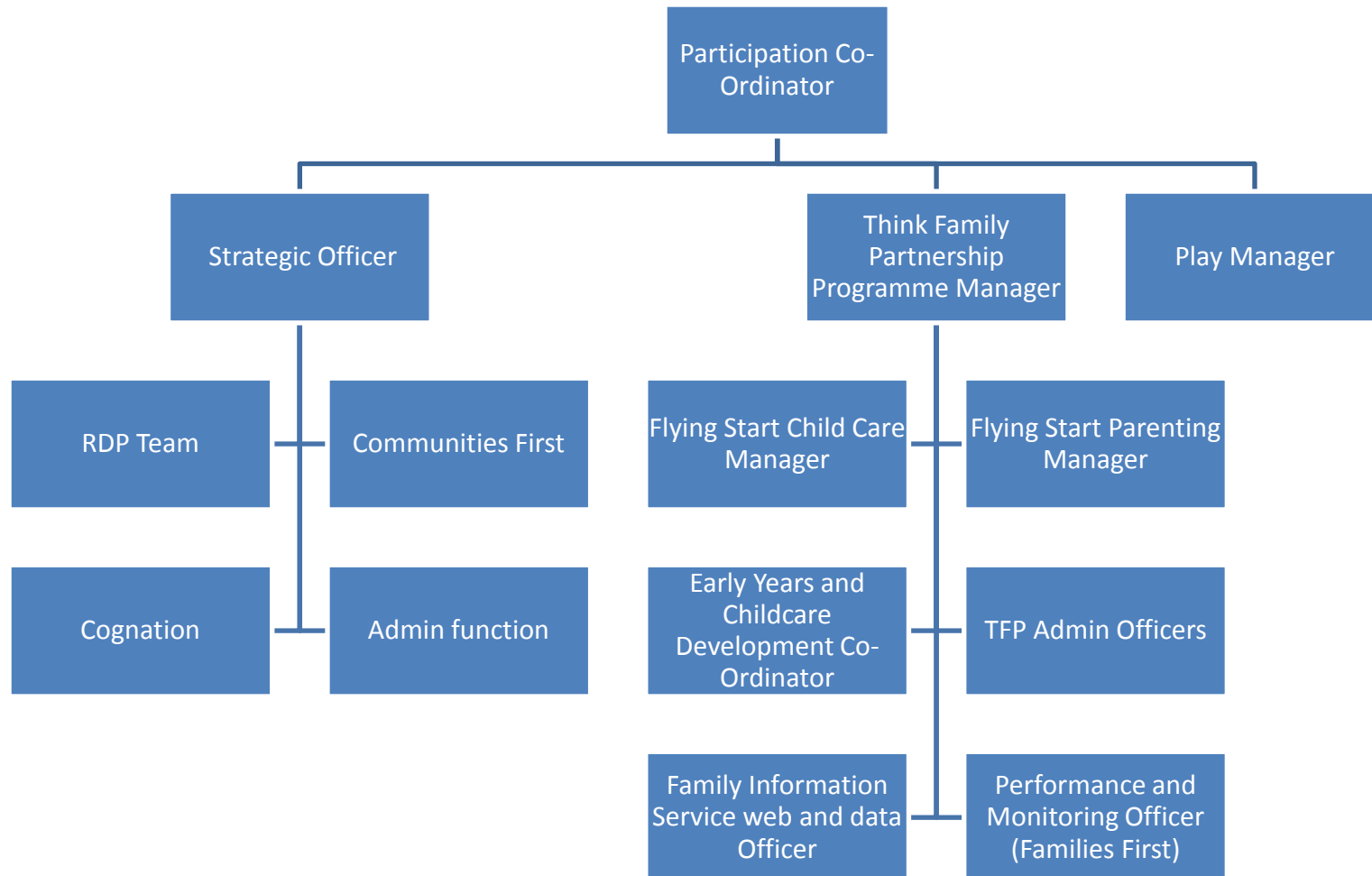
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Appendix 1 - Financial Appraisal

| Post | Proposed Change (New Post/Delete/ Regrade etc) | Pay Scales | | Annual costs/(Savings) | | |
|--|--|------------|----------|------------------------|----------------|-----------------|
| | | Current | Proposed | 2016 / 2017 | 2017 / 2018 | Max of Grade |
| Think Families Partnership Programme Manager | Delete | Grade 10 | | -51,048 | -51,048 | -51048 |
| Communities First Strategic Officer | Delete | Grade 10 | | -51,048 | -51,048 | -51048 |
| Participation Manager | New Post | | Grade 11 | 52,331 | 54,067 | 54853 |
| Play Manager | Delete | Grade 9 | | -44,500 | -46,002 | -46002 |
| Families First and Play Manager | New Post | | Grade 10 | 51,048 | 51,558 | 51,558 |
| Childcare Manager | Delete | Grade 8 | | -40,881 | -40,881 | -40,881 |
| Flying Start Manager | New Post | | Grade 10 | 51,048 | 51,558 | 51,558 |
| Performance and Monitoring Officer | New Post | | Grade 7 | 16,709 | 17,464 | 19285 |
| | | | | | | |
| | TOTAL | | | -16,341 | -14,332 | -11,725 |

Appendix 2

Participation Services current structure



Participation Services proposed structure

