

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

24th July 2017

Report of the Head of Children and Young People Services – Andrew Jarrett

Matter for Decision

Wards Affected:

All Wards

Proposal to make changes to the staffing structure of Pendarvis Contact Centre

Purpose of the Report

1. The purpose of this report is to seek Members agreement to make two establishment changes to the Pendarvis Contact Centre as follows:
 - a. The deletion of the vacant deputy coordinator post
 - b. Creating a new senior contact worker post from within the existing establishment.

Executive Summary

The deputy coordinator post has vacant since 1st April 2016 when the former post holder was appointed to the Co-ordinator post.

A review of the staffing arrangements within the centre recommended that the establishment was able to function without the deputy coordinator post; however there was a need to ensure that there was sufficient cover and relief to ensure the effective day to day running of the centre in the absence of the coordinator.

It is therefore proposed that the deputy coordinator post is deleted, but that a senior contact worker post is created from within the existing establishment to provide operational cover in the absence of the coordinator.

Making these establishment changes will provide the service with appropriate cover for the contact centre coordinator as well as releasing the costs associated with the deputy coordinator post.

Background

Pendarvis Contact Centre is managed by Children and Young People's Services, and provides a safe secure and child friendly environment where children who are looked after by the Local Authority can spend time with their parents and their family members that they are not living with in a supervised environment.

The Centre is located on Pendarvis Terrace in Port Talbot and consists of 4 child friendly contact rooms which are equipped with play activities. The priority for the contact centre is to supervise contact for looked after children who are subject to Court Proceedings or where there is a Court direction on the arrangements for contact. In addition to the contact which is supervised in the Centre, the contact workers also supervise contact in community settings, or support contact in family homes where there is a plan for rehabilitation.

The centre is open 5 days a week, with contact for pre-school children taking place in the day and then after school for older children.

The current establishment is:

1 FTE coordinator	Grade 7
1 FTE Deputy Co-ordinator	Grade 6
8 FTE Contact Workers	Grade 4

In April 2016, the deputy coordinator was appointed to the coordinator position following the retirement of the former post holder. The deputy coordinator post has remained vacant during this time and a review of the staffing arrangements was undertaken.

The review has determined that the coordinator post does not require assistance in respect of management tasks, however there is a deficit in

cover and relief for the coordinator during holiday times or to free the coordinator to be available to attend meetings away from the centre. The review considered that this cover could be effectively provided from within the existing contact worker staff, but that there would need to be a review of the Job description and specification and a job evaluation to take into consideration the additional tasks that the post holder would be required to undertake.

The deletion of the post would allow the opportunity for the virement of the funding attached to the establishment to be used to further reduce the number of Looked After Children and the cost of Foster placements by supporting the work preventing children moving to high cost placements. Further reports will be provided to provide information on this matter.

Proposal

2. The proposal is to change the establishment to:

1 FTE coordinator	Grade 7
1 FTE senior contact worker	Grade 5
7 FTE contact workers	Grade 4

The proposal deletes the deputy coordinator post from the establishment and uplifts one contact worker post from a grade 4 to a grade 5 senior contact worker post.

Job evaluation has been undertaken on the senior contact worker post – Grade 5 (JE ID 3703)

There is currently a FTE vacancy within the grade 4 posts.

The post would be advertised within the existing staff group therefore no post holder will be placed at risk due to the proposed changes.

Financial Impact

The proposals to delete the grade 6 post and to upgrade one grade 4 post to a grade 5 post will result in a total saving of £22,972. It is proposed that this money is re invested into improvements in the stability of placements and the reduction of the number of children who are placed within independent foster placements.

Equality Impact Assessment

An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

Workforce Impacts

3. This will have a positive impact on the service by ensuring sufficient staff cover for the coordinator without reducing the service delivery.

The deletion of the post would allow the opportunity for the virement of the funding attached to the establishment to be used to further reduce the number of Looked After Children and the cost of Foster placements by supporting the work preventing children moving to high cost placements.

Legal Impacts

4. There are no legal impacts.

Risk Management

5. There are no significant risks associated with this proposal.

Consultation

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

Recommendations

It is **RECOMMENDED** that Members **APPROVE** the deletion of the deputy co-ordinator post from the establishment of Pendarvis Contact Centre and to approve the creation of a senior contact worker post from within the existing establishment.

In addition it is requested that the cost savings are used to further support the reduction of the expenditure in relation to looked after children on which matter further reports will be made to Members.

FOR DECISION

Reasons for Proposed Decision

Making these establishment changes will provide the service with appropriate cover for the contact centre coordinator as well as releasing the costs associated with the deputy coordinator post in order to support savings within other service areas.

Implementation of Decision

This decision is for immediate implementation.

Appendices

Appendix 1 – Financial Appraisal

List of Background Papers

Equality Impact Assessment Screening Form

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