

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

June 2018

Report of the Head of Participation, Mr Chris Millis

Matter for Decision

Wards Affected: All wards

Revised staffing structure – Education Leisure and Lifelong Learning

Purpose of the Report

To seek Member approval for a revised staffing structure for the ELLL:

- a) The creation of one new post, Planning and Performance Officer, Grade 9, 37 hours per week.

Executive Summary

The proposal to amend the staffing structure reflects operational changes, which have proved necessary following the need to support and advise all planning processes across the Directorate, including

strategic plans, business plans, self-evaluation, and risk management. The officer will ensure compliance with local or national regulation and expectation where necessary. The Planning and Performance Officer will monitor the delivery of plans support service areas to monitor the impact of planning delivery and deliver training as necessary on these areas of responsibility. They will also collate and oversee the Directorate's professional learning programme.

Background

Education, Leisure and Lifelong Learning Senior Management Team have identified the need to employ an officer that will take a lead role in advising the Directorate's co-ordinators on planning processes, securing consistency in terms of content and timescales.

There is a need to manage the Directorate's self-evaluation process to ensure consistency, quality and coverage. There is a need identified to appoint a dedicated officer to manage the Directorate's risk management process and regularly revise its content and to ensure that there are clear strategic links between Directorate planning and wider corporate planning.

The authority has useful systems in place to monitor and evaluate its work and uses a range of beneficial tools to support this. The Planning and Performance officer will support others to consistently evaluate their work, for example when using the authority's report card system.

The officer will create an overarching strategy that links professional learning with self-evaluation or the broad aims of the directorate. As a result, leaders will be able to evaluate fully the contribution that officers' professional learning makes to improving outcomes for learners.

Proposals

It is proposed to create the post of Planning and Performance Officer, Grade 9, 37 hours per week within the Participation Service.

Financial Impact

There are no additional costs or pressures associated with the creation of this post for. The funding for this post will be provided by available match funding

Please see appendices 1 and 2

Equality Impact Assessment

An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment.

Workforce Impacts

The recommendations in relation to staffing matters comply with employment legislation and the Council's own employment policies.

Legal Impacts

There are no legal impacts associated with this report.

Risk Management

Consultation

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

Recommendations

That Members approve the following amendments to the staffing structure: The creation of one new post, Planning and Performance Officer, Grade 9, 37hrs at full time.

FOR DECISION

Reasons for Proposed Decision

The recommendation is made that members approved the post, Planning and Performance Officer in order for Education Leisure and Lifelong Learning to improve the processes of strategic plans, business plans, self-evaluation and risk management.

Implementation of Decision

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

Appendix 1 - Financial Appraisal

Appendix 2 - Financial Implications summary

Appendix 3 - Equality Impact Assessment Screening Form

Officer Contact

Chris Mills: Head of Participation

e-mail: c.d.millis@npt.gov.uk

Telephone: 01639 763226

Appendix 1

FINANCIAL APPRAISAL
 Planning and performance Officer

POST / POSTHOLDER	PROPOSED CHANGE (New Post / Delete / Regrade)	PAY SCALES		ANNUAL COSTS	
		Current	Proposed	This Year	Maximum
Planning and Performance Officer	New post		35-40	£31,401	£31,401
		On costs		£11,622	£11,622
		Total		£43,023	£43,023

FINANCIAL IMPLICATIONS – Planning and Performance officer**APPENDIX 2****SET UP COSTS:**

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Recruitment Costs		0
Accommodation Costs		
Office Costs		
I.T.		
Other (Specify)		
Total Set Up Costs	0	0
<u>Funding of Set Up Costs</u>		
Revenue Budget		
Reserves		
Special Grant:		
Other (Specify)		
Total Funding of Set Up Costs	0	0

RECURRING COSTS:

<u>Costs</u>	<u>This Year</u> £	<u>Maximum</u> £
Employee Costs (Financial Appraisal Statement)		
> Starting Salary	£43,023	£43,023
> Additional cost at Maximum Salary		
Employee Training & Seminars		
Accommodation Running Costs		
Travel & Subsistence (Standby Allowance)		
Other Running Costs - Office Supplies		
Other Running Costs - Printing & Literature		
Other Running Costs - IT.		
Total Recurring Costs	£43,023	£43,023
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
EIG		
Service Level Agreement		
Other (Specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation	(£43,023)	(£43,023)
Additional Guideline Allocation		
Other (specify) :		
Total Funds Available	(£43,023)	(£43,023)
Refer to this statement in the report's section on Financial Appraisal.		

Appendix 3

Equality Impact Assessment Screening Form

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1
What service area and directorate are you from?
Service Area: Participation
DELLL

Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

Planning and Performance Officer

Q2(a) What does Q1a relate to?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input type="checkbox"/> (H)	√ <input type="checkbox"/> (M)	X (L)

(b) Do your customers/clients access this service...?

Because they need to	Because they want to	Because it is automatically provided to everyone in NPT	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (M)	X (L)

Q3 What is the potential impact on the following protected characteristics?

		High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Disability	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Gender reassignment	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Marriage & civil partnership	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Pregnancy and maternity	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Race	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Religion or belief	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Sex	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Sexual orientation	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Welsh language	→	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>

Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility to general public <input type="checkbox"/> (H)	Medium visibility to general public <input type="checkbox"/> (M)	Low visibility to general public ✓ (L)
---	---	---

(b) What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk to reputation <input type="checkbox"/> (H)	Medium risk to reputation <input type="checkbox"/> (M)	Low risk to reputation ✓ (L)
---	---	---------------------------------

**Q5 How did you score?
Please tick the relevant box**

MOSTLY L → LOW PRIORITY / NOT RELEVANT → ✓ Do not complete EIA
Please go to Q6 followed by Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Chris Millis
Location: Port Talbot Civic Centre
Telephone Number: 01639 763326
Date: 090518

Approval by Head of Service
Name: C D Millis
Position: Head of Participation
Date: 090518

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.