

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

19th November 2018

Personnel Committee Report of the Interim Head of Adult Services – Angela Thomas

Matter for Decision

Wards Affected

All wards

Report title

Amendments to staffing structure - Direct Services and Direct Payments

Purpose of the Report

This report seeks member's approval to make permanent amendments to the staffing structure in area of Direct Services and Direct Payments as follows:-

- Delete 1 Grade 7 Service Coordinator post within the Community Connecting Team.
- Create 1 x 37 hr Local Area Coordinator G8 post for Briton Ferry East, West and Neath East. To make current post holder permanent
- Delete the current G10 Direct Payment Support Service Managers post.
- To make the current Operational Manager Grade 11 appointment permanent.

Executive Summary

Community Connecting Team and Local Area Coordination

The operational line management of the Local Area Coordination team has transferred from the Community Resource Team to Direct Services. These teams provide similar types of support as such it makes greater operational sense to have them more closely aligned in terms of effectively managing overall resources. It also provides

the opportunity to further develop the Local Area Coordination model by working creatively within existing resources and, in line with the Local Authorities direction of travel in relation to “Building Safe and Resilient Communities”.

Background

Operational Manager Arrangements

The current Operational Manager post Grade 11 was appointed to on an Interim basis by competitive interview in July 2018. This report seeks to make the current post holder permanent as it is recognised this post is essential in managing such a large and diverse service area.

It is proposed to delete the Direct Payment Support Service Manager post and this will place the employee covering the interim Operational Manager post ‘at risk’ as this is her substantive post.

Direct Payment Support Service

It has been identified that the Direct Payment Support Service can be effectively managed by the Operational Managers in the Direct Services and Direct Payment area, therefore it is proposed that the Direct Payment Support Services Manager post (Grade 10) be deleted.

See Appendix 2 – Current and proposed structure Direct Services and Direct Payments

Community Connecting Team & Local Area Coordination

The Community Connecting Team had a vacancy at Grade 7 Service Coordinator, 37hrs. This was temporarily deleted and a temporary 6 month Grade 8 Local Area Coordinator post was created, 37 hours for Briton Ferry East, West and Neath East. This is in line with the direction of travel of Adult Services and the initiative referred to as “Building Safe and Resilient Communities”.

An employee on the At Risk Register was appointed to this post via a competitive interview in September 2018 and this report asks for this arrangement and appointment to be made permanent.

See Appendix 1 – LAC and CCT current & proposed structure

Financial Impact

These proposals are within existing budgets and represent a saving due to the deletion of the Grade 10 Direct Payment Support Service Managers position.

The conversion from Grade 7 Service Coordinator to Grade 8 Local Area Coordinator will be funded by the above post deletion.

See appendix 3 financial summary

Equality Impact Assessment

In order to assist the authority in discharging its duty under the Equality Act 2010, an Equality Impact Assessment Screening Form has been completed and the outcome is that a full equality impact assessment is not required.

See appendix 4 Equality Impact Screening Assessment

Workforce Impacts

The Local Area Coordination post and was advertised on a six month basis pending permanent status subject to committee approval. It has already been through a competitive interview process with the successful appointment of a current Tier 2 Prior Consideration candidate.

By deleting the DPSS Managers post, the substantive post holder is 'at risk'. However, we will offer this post holder the Operational Manager post (Grade 11) as 'suitable alternative employment'.

Both of the above appointments will remove people from being on the "at risk register" and meet the requirements of the service area.

Legal Impacts

There are no legal impacts associated with this report as all proposed changes have been carried out in line with the Council's Management of Change in Partnership Policy.

Risk Management

There are no risks associated with this report.

Consultation

There is no requirement for external consultation on this report.

Recommendations

It is RECOMMENDED that Members APPROVE the permanent amendments to the staffing structure in area of Direct Services and Direct Payments as follows:-

- To delete 1 Grade 7 Service Coordinator post within the Community Connecting Team.
- Create 1 x 37 hr Local Area Coordinator G8 post for Briton Ferry East, West and Neath East. To make current post holder permanent
- To delete the current G10 Direct Payment Support Service Managers post.
- To make current Operational Manager Grade 11 appointment permanent.

FOR DECISION

Reasons for Proposed Decision

To create a permanent staffing structure that is reflective of actual service needs.

Implementation of Decision

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

Appendices

| No. | Detail |
|-----|--------|
|-----|--------|

| | |
|---|--|
| 1 | Current & proposed structure LAC & CCT |
| 2 | Current & proposed structure Direct Services & Direct Payments |
| 3 | Financial summary |
| 4 | Equality Impact Screening Assessment |

List of Background Papers

Not applicable

Officer Contact

Name: Angela Thomas

Designation: Head of Adult Services

Email: a.j.thomas@npt.gov.uk

Tel. No.

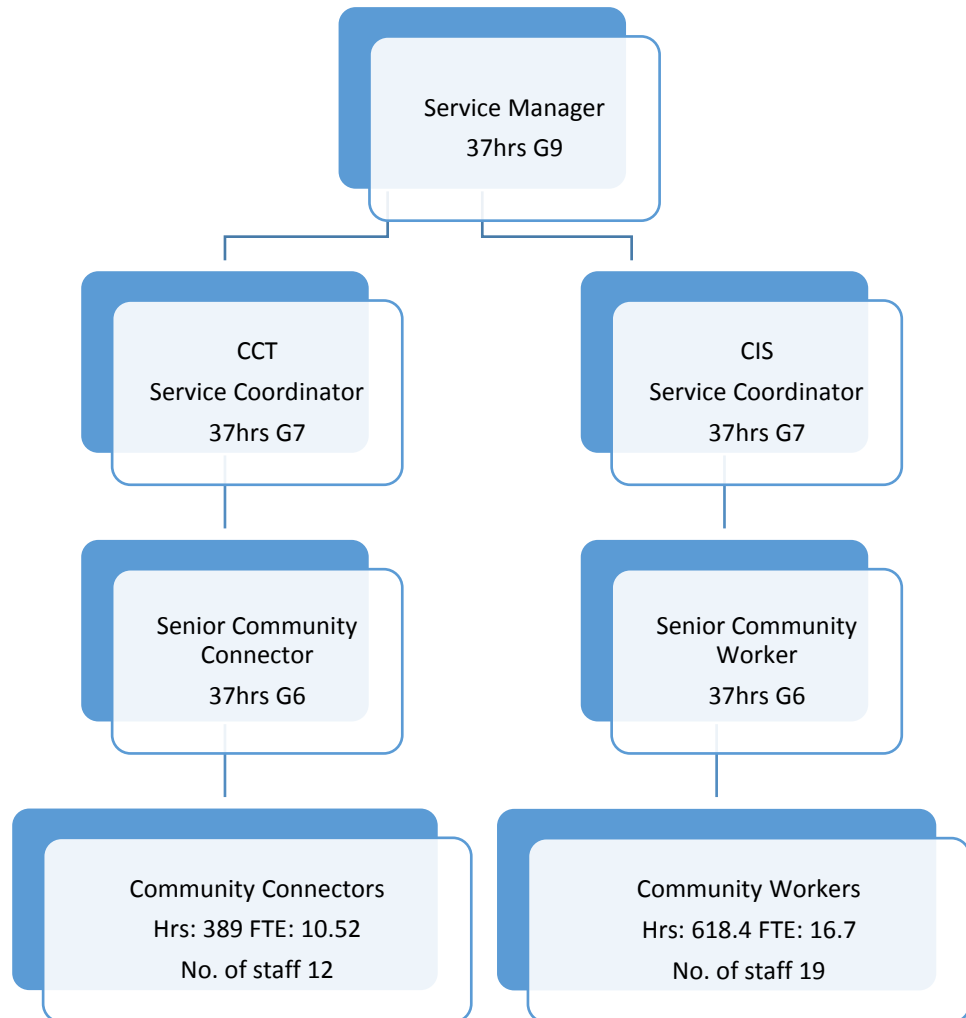
Name: Lisa Livingstone

Designation: Principal Officer Direct Services & Direct Payments

Email: l.e.livingstone@npt.gov.uk

Tel. No: 07816999081

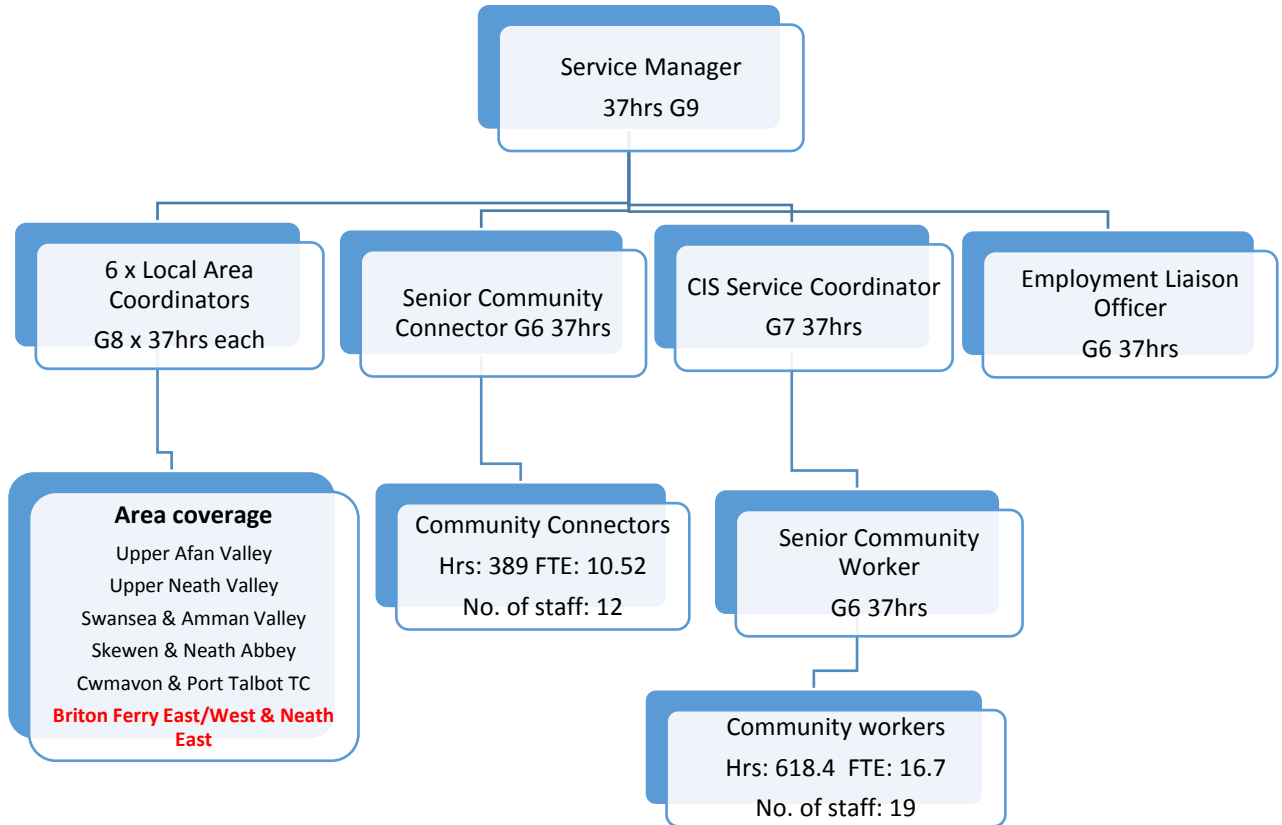
Current Community Connecting & Community



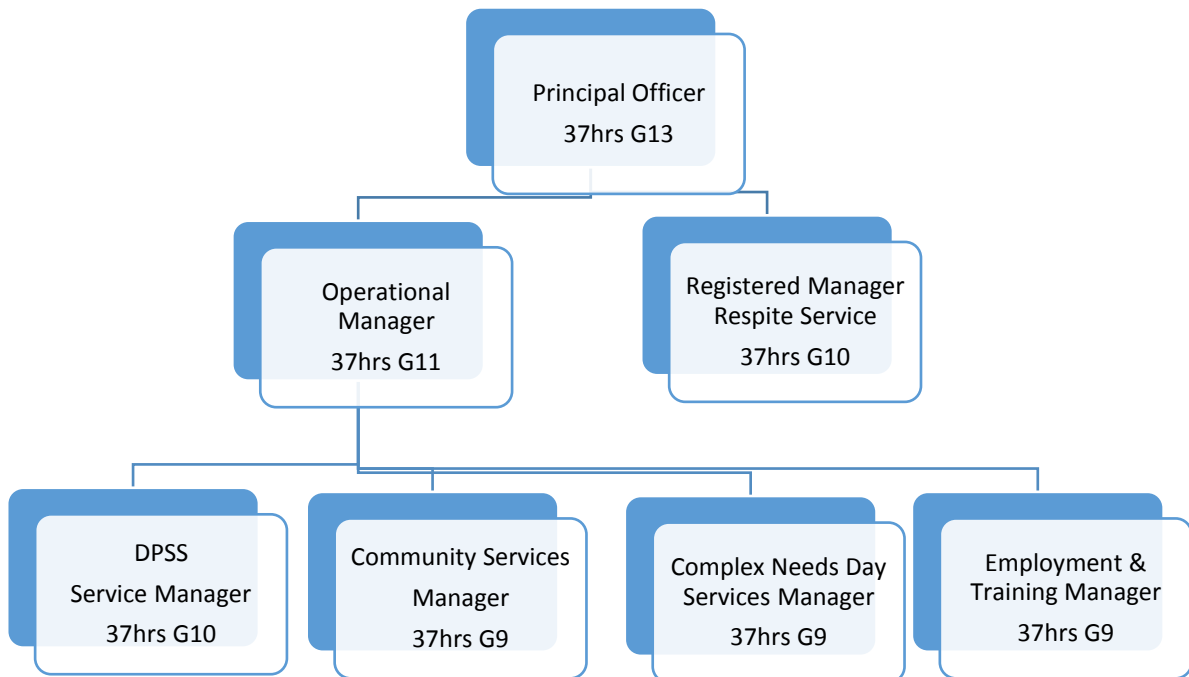
Independence Structure – June'2018

NOTE: CCT Service Coordinator G7 @ 37hrs vacant & Community Connector G5 @ 24hrs vacant

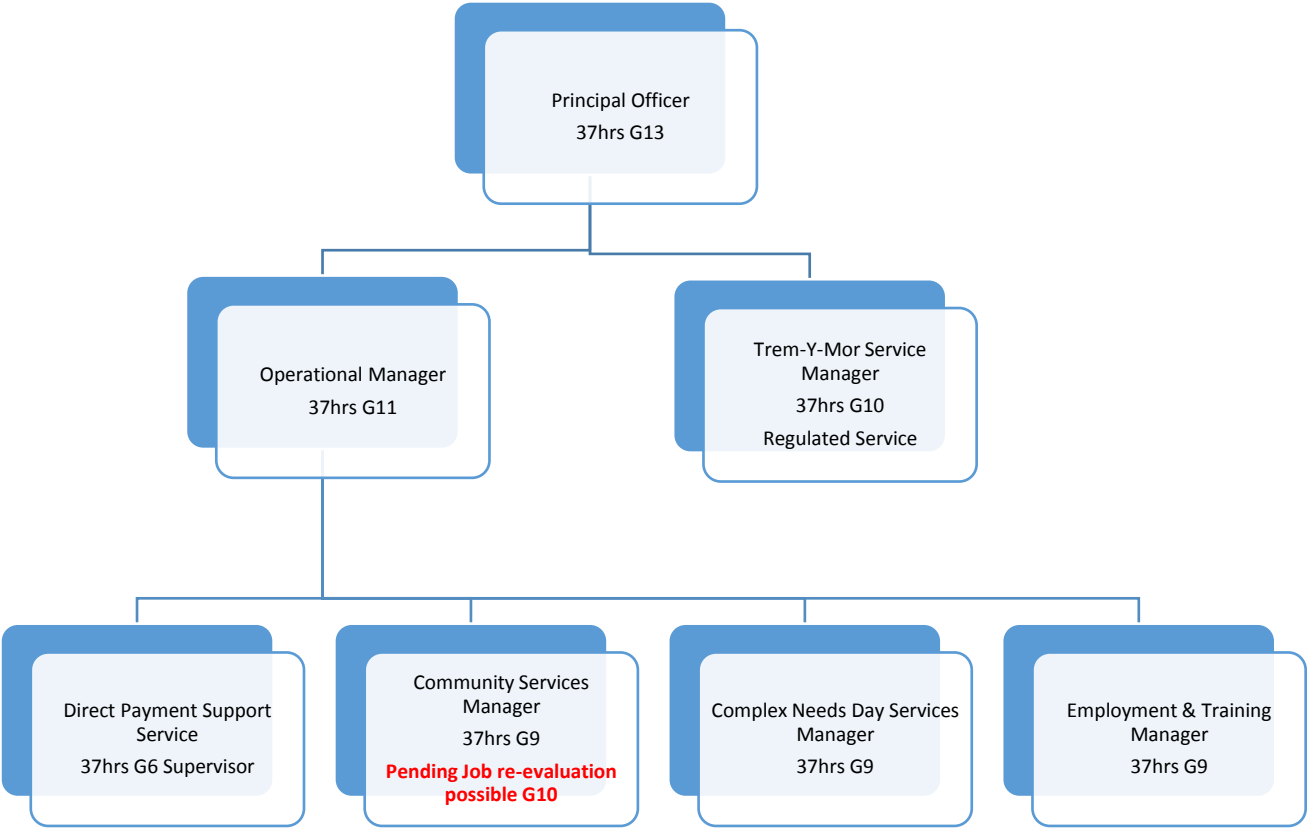
Community Support Services Proposed Structure



Direct Services & Direct Payments Structure – June'2018



Direct Services & Direct Payments Proposed Structure



Appendix 3 – Financial Summary

| FUNDING STATEMENT | Min | Max | | |
|--|-----------------|-----------------|--|--|
| Costs | £ | £ | | |
| Employee Costs (Financial Appraisal Statement) | | | | |
| > Salary | - 43,334 | - 43,334 | | |
| > Additional cost at Maximum Salary | | 3,255 | | |
| Accommodation Running Costs | | | | |
| IT Annual Costs | | | | |
| Other Running Costs (specify) | | | | |
| Total | - 43,334 | - 40,079 | | |
| Funding of Recurring Costs | | | | |
| External Sources | | | | |
| Specific Grant: | | | | |
| - staffing costs | | | | |
| - other | | | | |
| Funding from External Agencies | | | | |
| Service Level Agreement | | | | |
| Other (specify) | | | | |
| Internal Sources | | | | |
| HRA | | | | |
| Existing Budget Allocation | - 43,334 | - 40,079 | <i>Current budgets included in 45CLAA and 45FHAA</i> | |
| Additional Guideline Allocation | | | | |
| Other (specify) | | | | |
| Total | - 43,334 | - 40,079 | | |

| FINANCIAL APPRAISAL | | APPENDIX | |
|----------------------------|--|---------------------|-----------------|
| POST | PROPOSED CHANGE (New Post/Delete/Regrade etc) | Cost | |
| | | Current Cost | Max |
| CCT Service Coordinator | Delete post - grade 7 | - 37,339 | - 39,724 |
| Local Area Coordinator | Create additional 1 fte - grade 8 | 38,553 | 44,193 |
| Direct Payments Manager | Delete post | - 44,548 | - 44,548 |
| | | | |
| | TOTAL COST | - 43,334 | - 40,079 |

Appendix 4 – Equality Impact Screening Assessment

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?

Social Services Health and Housing - Commissioning Support & Direct Services

Service Area: Direct Services & Direct Payments

Directorate: Social Services Health & Housing

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"/> | <input checked="" type="checkbox"/> |

(b) Please name and describe below

Amendments to staffing structure Direct Services & Direct Payments

- To delete 1 Grade 7 Service Coordinator post within the Community Connecting Team.
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Q2(a) What does Q1a relate to?

| | | |
|---|---|--|
| Direct front line service delivery | Indirect front line service delivery | Indirect back room service delivery |
| <input checked="" type="checkbox"/> (H) | <input type="checkbox"/> (M) | <input type="checkbox"/> (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 checked="" type="checkbox"/> (H) | <input type="checkbox"/> (M) | <input type="checkbox"/> (M) | <input type="checkbox"/> (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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gender reassignment | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |

| | | | | |
|------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Marriage & civil partnership | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Pregnancy and maternity | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Race | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or belief | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sex | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sexual orientation | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Welsh language | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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
 (H)

Medium visibility to general public
 (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
 (H)

Medium risk to reputation
 (M)

Low risk to reputation
 (L)

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

MOSTLY H and/or M → **HIGH PRIORITY** → **EIA to be completed**
Please go to Section 2

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).

The Local Area Coordination post and was advertised on a six month basis pending permanent status subject to committee approval. It has already been through a competitive interview process with the successful appointment of a current Tier 2 Prior Consideration candidate.

By deleting the DPSS Managers post we place the substantive post holder at risk. However, by slotting and matching into G11 Operational Managers post we avoid this scenario completely. This individual has already been through a competitive interview process.

Both of the above appointments will remove people from being on the "at risk register" and meet the requirements of the service area.

Section 2

| |
|---|
| Screener- This to be completed by the person responsible for completing this screening |
| Name: Lisa Livingstone |
| Location: Principal Officer Direct Services and Direct Payments Cimla Hospital |
| Telephone Number: 07816999081 |
| Date: 23/10/18 |

| |
|---|
| Approval by Head of Service |
| Name: Angela Thomas |
| Position: Head of Adult Services |
| Date: 23/10/18 |

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.