

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

19th November 2018

Report of the Assistant Chief Executive & Chief Digital Officer– Mrs Karen Jones

Matter for Decision

Wards Affected:

All wards

Change to establishment: temporary Public Services Board Coordinator

Purpose of the Report

To change the establishment structure within the Assistant Chief Executives Department and to create a part time (24 hours/week) role of Public Services Board Co-ordinator reporting directly to the Strategic Manager Community Cohesion & Partnerships.

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Executive Summary

A recent review of senior management arrangements within the Assistant Chief Executive & Chief Digital Officer's directorate, saw the

creation of the post of Strategic Manager Partnerships and Community Cohesion.

There are consequential changes to the establishment that flow from the changes introduced at senior management level. This report deals with support to the Neath Port Talbot Public Services Board.

Background

A review of senior management portfolios has recently been undertaken within the Assistant Chief Executive & Chief Digital Officer's directorate. The review resulted in the creation of a new post of Strategic Manager Partnerships and Community Cohesion which brings together management responsibility for key partnerships into one role.

This new section of community cohesion and partnerships has responsibility for:

- i. Community safety including support to the Community Safety Partnership, Antisocial Behaviour team and IDVA services;
- ii. Substance Misuse Regional Commissioning Support Team (to the Area Planning Board);
- iii. Support to the Public Services Board; and
- iv. Support to refugees settled under the Syrian Resettlement programme.

The PSB is provided with a grant from Welsh Government each year in the form of a specific grant. The grant is provided as one grant for the Western Bay region and supports development officer and support capacity for the three public services boards in the region.

The Neath Port Talbot Public Services Board has already agreed the type of support needed and this has been undertaken on a temporary basis by an individual seconded from the Council's Corporate Strategy team. Responsibility for supporting the PSB has been realigned within the senior management structure as set out above and it is therefore timely to formalise the support arrangements.

This report therefore seeks approval to amend the establishment:

create a part time (24 hours/week) role of Public Services Board Co-ordinator reporting directly to the Strategic Manager Community Cohesion & Partnerships.

The current secondee will return to her substantive post within Corporate Strategy & Democratic Services and the resultant secondment opportunity will be advertised internally within the Council and to partner agencies.

Financial Impact

A Job Evaluation grade has been sought, and it has been evaluated at

Grade 10 post.

GR10 post 24 hours/week	Total annual salary cost (bottom of grade)	£36,220
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The post is funded from the Welsh Government PSB regional grant (£15,000), ABMU contribution (£10,000) and departmental budget contribution of £11,220. A Financial Appraisal is attached as Appendix 3.

Equality Impact Assessment

There are no equality impacts associated with this report.

Workforce Impacts

Consultation has been carried out with the current secondee who is supportive of the proposal and consultation has also been carried out with partner agencies.

Legal Impacts

Welsh Government have already confirmed that the post meets the grant conditions.

Risk Management

Without filling the role with an appropriately skilled person, there will be no dedicated support to the Public Services Board which will give rise to the following risks:

- Statutory duties placed on the statutory partners to produce an annual report will not be met;
- Delivery of the Well-being Plan will be disrupted as the current secondee is pivotal to providing the programme management support to lead officers who are taking forward each of the six well-being objectives;
- The Neath Port Talbot Public Services Board will not be well informed about a range of issues under consideration by the Future Generations Commissioner, Wales Audit Office and Welsh Government as there will be no dedicated capacity to maintain involvement in the relevant forum and networks.

Consultation

As for workforce impacts.

Recommendations

It is recommended that the following changes are made to the establishment:-

- i. Create the role of Public Services Board Co-ordinator on the basis of a 24 hour per week contract, reporting directly to the Strategic Manager Community Cohesion & Partnerships.

Reasons for Proposed Decision

To enable the Council and members of the Public Services Board to have the necessary support to enable it to achieve the duties set out in the Well-being of Future Generations (Wales) Act 2015.

Implementation of Decision

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

Appendices

Appendix 1 - Structure chart

Appendix 2 - EIA Screening Form

Appendix 3 - Financial Appraisal

List of Background Papers

None

Officer Contact

Mrs Karen Jones

Assistant Chief Executive and Chief Digital Officer

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Email: k.jones3@npt.gov.uk

Mrs Claire Jones

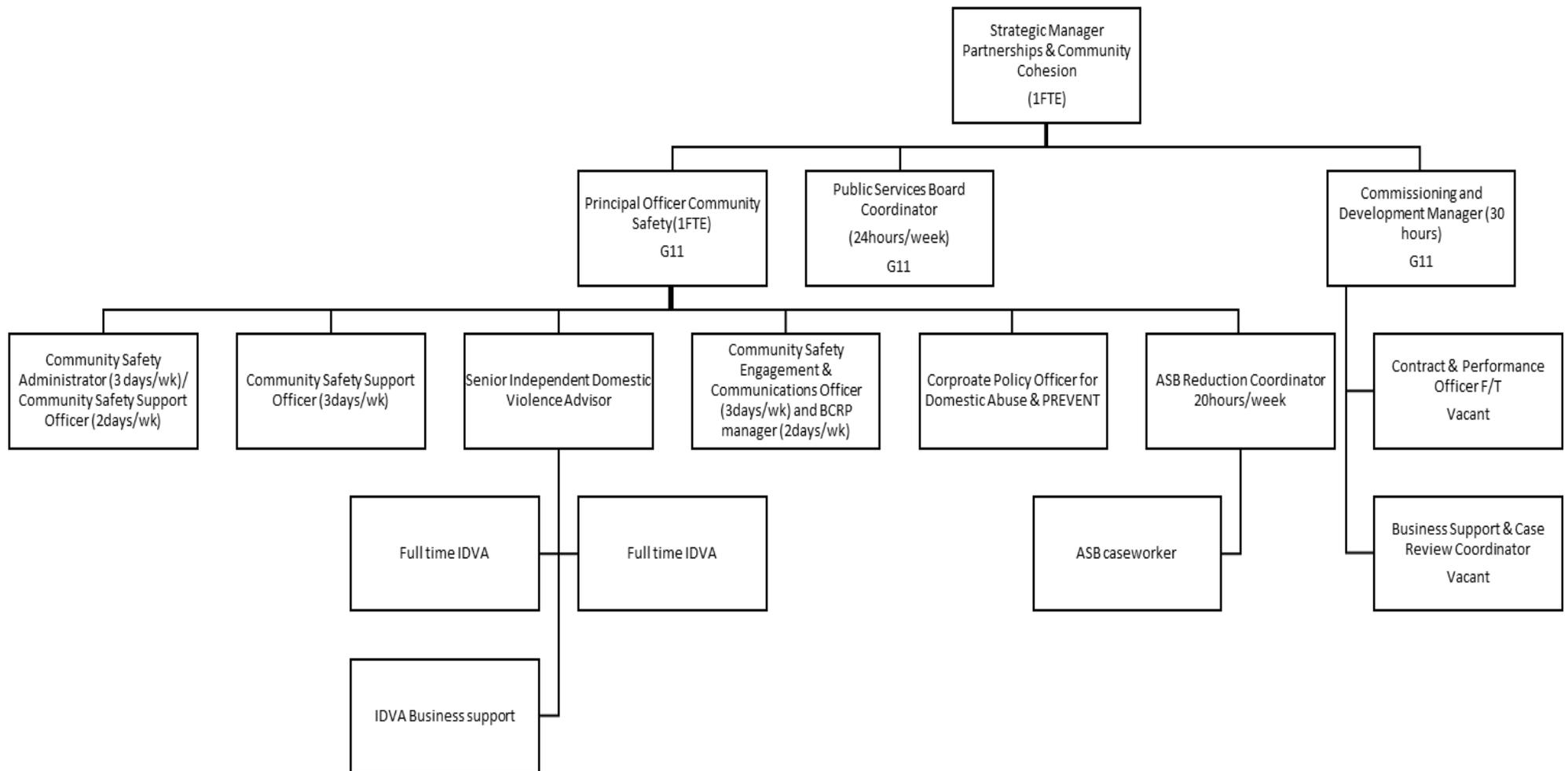
Strategic Manager Community Cohesion and Partnerships

Western Bay Area Planning Board

Tel: 01639 763193

Email: s.c.jones@npt.gov.uk

Appendix 1: Revised structure:
Partnerships & Community Cohesion



Appendix 2: EIA 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?

1. Service Area: Partnerships & Community Cohesion

2. Directorate: Chief Executives

Q1(a) What are you screening for relevance?

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

(b) Please name and describe below Public Services Board Co-ordinator (PSB)

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)	<input checked="" type="checkbox"/> (L)

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

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

Pregnancy and maternity	<input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Welsh language	→ <input type="checkbox"/>	<input type="checkbox"/>	x	<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

x (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

x (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** → x **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 post of PSB Coordinator is a secondment opportunity to provide support to the PSB to help it fulfil its objectives. Without filling the role with an appropriately skilled person, there will be no dedicated support to the PSB which will give rise to risks but will not affect any person or group of persons adversely. This is a back office function providing much need support to the PSB to enable it to fulfil its objectives, which will impact positively on the wellbeing of the community.

Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Claire Jones (Strategic Manager Partnerships & Community Cohesion)
Location: Neath Civic centre
Telephone Number: 01639 763193
Date: 6 th November 2018
Approval for the Head of Service
Name: Karen Jones
Position: Assistant Chief Executive and Chief Digital Officer
Date: 6th November 2018

SETUP COSTS

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

RECURRING COSTS:

	Current Year £	Full Year £	Maximum £
<u>Costs</u>			
Salary (See next page)	10,333	31,000	36,220
Employee Training & Seminars			
Accommodation Running Costs			
Travel & Subsistence (Standby Allowance)			
Other Running Costs - Office Supplies			
Other Running Costs - IT.			
Total Recurring Costs	10,333	31,000	36,220
<u>Funding of Recurring Costs</u>			
<u>External Sources</u>			
Specific Grant	5,000	15,000	15,000
Funding from External Agencies	3,333	10,000	10,000
Service Level Agreement			
Other (Specify)			
<u>Internal Sources</u>			
Existing Budget Allocation	2,000	6,000	11,220
Other (specify)			
Total Funding	10,333	31,000	36,220

Please refer to this table in the Financial Appraisal section of the report.

