



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

24th June 2019

Report of the Director of Social Services, Health and Housing – Andrew Jarrett

Matter for Decision

Wards Affected:

All Wards

Changes to the Staffing Structure of Hillside Secure Children's Home, within the Social Services, Health and Housing Directorate.

Purpose of the Report:

The purpose of this report is to seek member's approval to increase the number of permanent Night Supervisors within Hillside Secure Children's Home from 3 per shift (5.67 FTE/210 hours per week) to 5 per shift (9.45 FTE/350 hours per week).

Executive Summary:

This report seeks approval for the addition of 2 extra permanent Night Supervisors per shift at grade 4. The role of this post is to maintain the safety and security of all the young people, staff and the building and implement the initial action as laid down in the procedures manual in the event of any event likely to threaten the safety or security of the young people, staff or the building.

Having 2 extra permanent Night Supervisors on shift was a recommendation from Care Inspectorate Wales following an inspection during 2018 due to the non-compliance with regards to checks on young people.

Increasing the number of permanent Night Supervisors on shift from 3 to 5 has been piloted over the past 12 months and it has been highlighted that this is essential due to the complexities of the young people.

Background:

It was identified by the CIW (Care Inspectorate Wales) that there was an *“Insufficient number of staff deployed, particularly at night, to ensure the safety and well-being of young people”*.

As part of the improvement plan, it was essential that Hillside ensures that *“The number of night staff is sufficient to carry out the required checks and to respond to young people’s ongoing needs”*.

As a result, Hillside has piloted an increase in the number of Night Supervisors per shift from 3 (5.67 FTE/210 hours per week) to 5 per shift (9.45 FTE/350 hours per week). This change has been recognised by the CIW, YCS (Youth Custody Service) and also the staff at Hillside. Due to the complexities of the Young people being admitted to Hillside, the compliance checks are frequently reviewed and as a centre we need to ensure that there are enough staff in the event of an enhanced check being required, a serious incident or an occasion where a young person requires Hospital admission. We have introduced a Risk to Life Policy that explains the rationale of needing to make a decision around a Young person having to revert to Constant checks (enhanced) to ensure that this is carefully managed.

Financial Impacts:

The cost of increasing the number of Night Supervisors per shift from 3 to 5 is detailed below:-

Current cost of 3 x Night Supervisors per shift at Grade 4 = £152,917

Proposed cost of 5 x Night Supervisors per shift at Grade 4 = £258,194

A financial appraisal provides full details of all costs in Appendix 1.

The post will be part time and based in Hillside.

This will be met by Hillside’s existing staffing budget and is an increase of the total number of permanent Night Supervisors in the establishment.

Integrated Impact Assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in-depth assessment is not required. A summary is included below.

The proposal to increase the number of Night Supervisors in Hillside Secure Children's Home will not impact on equalities, the Welsh language and the sustainable development principle.

Valleys Communities Impacts:

There are no valley community impacts associated with this report.

Workforce Impacts:

There are no workforce impacts associated with this report.

Legal Impacts:

There are no legal impacts associated with this report.

Risk Management Impacts:

There are no significant risks associated with this report.

Consultation:

There is no requirement for external consultation on this item.

Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the increase in the number of permanent Night Supervisors within Hillside Secure Children's Home from 3 per shift (5.67 FTE/210 hours per week) to 5 per shift (9.45 FTE/350 hours per week).

FOR DECISION

Reasons for Proposed Decision:

This proposal will ensure that the number of night staff is sufficient to carry out the required checks and to respond to young people's ongoing needs.

Implementation of Decision:

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

Appendices:

Financial Appraisal	Appendix 1
Integrated Impact Assessment	Appendix 2

List of Background Papers:

First stage impact assessment

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Appendix 1

Financial Appraisal – Hillside Secure Centre

Post/Postholder	Proposed Change (New Post/Delete/Regrade)	Pay Scales		Annual Costs	
		Current	Proposed	This year	Maximum
Night Supervisor	Additional 3.78 FTE	5-9	5-9	96,989	105,277

Financial Implications – Hillside Secure Centre

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	0.00	0
<u>Funding of Set Up Costs</u>		
Revenue Budget		
Reserves		
Special Grant:		
Other (Specify)		
Total Funding of Set Up Costs	0.00	0

RECURRING COSTS:

<u>Costs</u>	<u>This Year</u>	<u>Maximum</u>
	£	£
Employee Costs (Financial Appraisal Statement)		
> Starting Salary	96,989	
> Additional cost at Maximum Salary		105,277
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	96,989	105,277
<u>Funding of Recurring Costs</u>		
<u>External Sources</u>		
Specific Grant:		
Funding from External Agencies		
Service Level Agreement		
Other (Specify)		
<u>Internal Sources</u>		
HRA		
Existing Budget Allocation	96,989	105,277
Additional Guideline Allocation		
Other (specify) :		
Total Funds Available	96,989	105,277