

20 June 2016**Agenda Item: 08**

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE INFORMATION AND SYSTEMS TEAM RESTRUCTURE

Purpose of the Report

1. The purpose of this report is to seek Committee approval for a revision to the staffing structure within the Information and Systems Team, which supports the information and systems management function within the Children, Families and Cultural Services (CFCS) department.

Information and Advice

2. At its meeting in November 2015, the Committee approved a new staffing structure within the Information and Systems Team, which provides for greater flexibility and standardisation of practice across the key departmental IT systems managed within the team as well as the team's broader functions in relation to data and information management.
3. The new structure also contributes annual savings of £125,000 to the department's overall budget reductions – through the establishment of a leaner structure with 5 FTE (full-time equivalent) fewer posts. Staff are deployed across three functional areas – System Design and Development; System Support and Implementation; and Data and Information Management. Colleagues were enabled into the new posts through the Council's normal procedures, following a period of consultation and feedback with those affected. There were no compulsory redundancies due to stringent vacancy control measures implemented over the preceding months.
4. A review of the new structure six months in to the new arrangements has taken place to identify if staffing levels in each of the functions was correct. It was established that there was a larger proportion of data and information management work than had previously been identified. Some of this work is currently being undertaken in the Systems Support and Implementation function as the Data and Information Management function is under resourced.
5. It is thus proposed to address this imbalance by moving 1 FTE System Coordinator (Band A) post from within the Systems Support and Implementation function to the Data and Information Management function.
6. Further to this is it proposed that 1 FTE post of Senior Data Management Officer (Grade 5) is disestablished and an additional 1 FTE System Coordinator (Band A) post established. This would be subject to the enabling process. It is evident that the tasks

required to be undertaken in the Data and Information Management function are more closely aligned to the System Coordinator job description.

7. The cost of the proposed staffing structure outlined in **Appendix 1** can be contained within the existing staffing budget for the Information and Systems Team.

Other Options Considered

8. The change in structure of the Information and Systems Team has emerged from an assessment of the current service provision following a transition period from old to new structure. The staffing structure has been determined via a period of consultation and engagement with staff from inside and outside the team.

Reason/s for Recommendation/s

9. The proposals outlined in this report will help to ensure that the front line services across the department will continue to receive the range of system support and development that they require at a cost that remains affordable.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

11. The disestablishment of 1 FTE Senior Data Management Officer (Grade 5) post and replacement with 1 FTE System Coordinator (Band A) post will increase the expenditure on staffing within the team by £6,196 annually, including on costs, which is affordable within the staffing budget.

Human Resources Implications

12. The additional post identified within this report has been subjected to job evaluation and, where appropriate, staff will be enabled using the Council's enabling procedure. All staff affected have been and will continue to be subject to the Council's agreed consultation processes.

RECOMMENDATION/S

That:

- 1) the revised staffing structure for the Information and Systems Team be approved.
- 2) 1 FTE System Coordinator (Band A) post be moved from the Systems Support and Implementation function to the Data and Information Management function.

- 3) 1 FTE Senior Data Management Officer (Grade 5) post be disestablished and an additional 1 FTE System Coordinator (Band A) post be established as detailed in **Appendix 1**.

Derek Higton
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Constitutional Comments (LM 07/06/16)

13. The recommendations in the report fall within the Terms of Reference of the Children and Young People's Committee.

Financial Comments (SS 27/05/16)

14. The financial implications of the report are contained within paragraph 11 above.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Information and Systems Team Restructure – report to Children and Young People's Committee on 16 November 2015

Quality and Improve Group – Staffing Structure – report to Children and Young People's Committee on 29 September 2014

Update on a revised operating model for Nottinghamshire Children's Services – report to Children and Young People's Committee on 17 March 2014

Developing a new operating model for the Children, Families and Cultural Services department – report to Children and Young People's Committee on 14 October 2013

Electoral Division(s) and Member(s) Affected

All.

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