

13 January 2014**Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE****ESTABLISHMENT OF A PREMISES SUPPORT OFFICER POST IN THE
EARLY YEARS SERVICE****Purpose of the Report**

1. To seek approval for the establishment of a temporary (2 years) Premises Support Officer post within the Early Years and Early Intervention Service to support the Service's property management function.

Information and Advice

2. The Early Years and Early Intervention Service manages the network of 58 children's centres across Nottinghamshire, which deliver universal and targeted services for children and families. In June 2013, the network was commissioned to an external provider – Nottingham Children and Families Partnership (NCFP), which now delivers children's centres services on the Council's behalf.
3. In property terms, the management and maintenance of each children's centre remains the direct responsibility of the Council, with NCFP having a license to use each centre. All Council premises are required to have a Nominated Property Officer (NPO) responsible for overall management of the property/ premises, including the discharge of property related health and safety matters. This includes the allocation of resources and planning of any work or maintenance required. There is currently limited support for this extensive property management/co-ordination role within the Business Support team for Early Years and Early Intervention.
4. As such, additional resource is required to support the management of the day to day property related activity required for children's centre buildings.

Other Options Considered

5. Maintaining current Service structures without the proposed additional support would impact upon wider service delivery, as the capacity of the Service's Locality Managers to carry out their broader Early Help role would be reduced due to the demands of managing the buildings.

Reason/s for Recommendation/s

6. The post will support the Council's duty to ensure that children's centre buildings are maintained to a good safe and secure standard for both staff and public, are fit for purpose and comply with all aspects of Health and Safety legislation and guidance.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, 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

8. The cost of this post at Grade 5 (subject to NJE confirmation) will be £28,151 per annum including on-costs. This can be funded from within the Service's existing resources. The post would be managed from within the Service's existing Team Manager structure. The post will help to ensure the effective maintenance of Council premises, and will therefore contribute to reduced long term property related costs.

Safeguarding of Children and Vulnerable Adults Implications

9. Children's centre buildings are used to deliver early help services for families, and a safe delivery space is crucial to safeguarding vulnerable children and adults. Children's centres are used to support contact sessions for Looked After Children as well as being a touch down space for social care colleagues.

Implications for Service Users

10. Families using the children's centre service rely on safe, family friendly spaces. Co-ordination of health and safety issues, property audits, planned maintenance and reactive repairs and maintenance is crucial to keeping these buildings open. This post will support the NPO and the provider of services to do so.

RECOMMENDATION/S

- 1) That approval be given to establish one temporary Premises Support Officer post within the Early Years and Early Intervention service at Grade 5 (subject to NJE) for a period of 2 years.

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Constitutional Comments (KK 17/12/13)

11. The proposal in this report is within the remit of the Children and Young People's Committee.

Financial Comments (KLA 17/12/13)

12. The financial implications of the report are set out in paragraph 8 above.

Background Papers and Published Documents

Job description

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.

Electoral Division(s) and Member(s) Affected

All.

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