

16 November 2015**Agenda Item: 8**

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 approval from the Committee for a revised staffing structure to support the information and systems management function within the Children, Families and Cultural Services (CFCS) department whilst delivering the Group's budget savings target for 2016/17 as part of the Council's wider budget challenge.

Information and Advice

2. The Quality and Improvement Group was established from 1 April 2014, following earlier reports to Children and Young People's Committee at its meetings on 14 October 2013 and 17 March 2014 and 29 September 2014 which set out the development of a revised operating model for children's services, including bringing together a suite of specialist support services within the department under a single point of leadership.
3. The Information and Systems Team was established at the same time as part of the new Quality and Improvement Group. The team was created by bringing together under a single point of leadership the previously discrete teams – located in different parts of the department - that supported the department's information systems, notably Capita One, Frameworki and Careworks. The key function of this team is to manage and develop these systems to reflect departmental and corporate priorities, e.g. to integrate our systems to align with the continuing integration of our services to children and families.
4. The proposal is to remodel the service by disestablishing existing posts and introducing a new structure which gives greater flexibility and standardisation of practice across the systems managed within the team as well as the team's broader functions in relation to data and information management. In so doing, the new structure will break down the 'system silos' and instead organise the team's activity by functional areas, namely System Design and Development; System Support and Implementation; and Data and Information Management.
5. The Information and Systems Team has been tasked with identifying savings of £125,000. The savings will be realised by the disestablishment of all existing posts in the current structure (20.5FTE) and the establishment of the posts in the new structure (15.5FTE). This reduces the overall staffing complement within the team by 5 full time equivalents. Staff will be enabled into the new posts through the Council's normal procedures, following a period of consultation and feedback with those affected. It is expected that

there will be no compulsory redundancies as vacancy control measures implemented over the past few months will mean that the number of staff identified in the enabling pool will be less than the number of posts in the new structure.

6. In addition to the permanent posts identified within the new structure in **Appendix 1** there will be a requirement for a small number of temporary posts within the team to support high profile projects for which the team has departmental responsibility, and which will continue beyond the implementation of the new structure from April 2016. One such key project is the implementation of Mosaic, an upgrade to the existing case-recording systems used within the department. This project is scheduled for completion in September 2016. To ensure continuity in relation to this project it is proposed that the existing CFCS EIS (Framework) Team Manager takes up a temporary post alongside the new structure as Children's Lead, Mosaic Implementation, to December 2016. This, and any other of these strictly time-limited posts, will be funded through identified and planned use of departmental grant reserves. This post has been costed at Hay Band D, £39,341 over the 9 month contract, but will be subject to job evaluation.
7. The cost of the proposed staffing structure outlined in **Appendix 1** can be contained within the existing budget for the Quality and Improvement Group and still deliver the 2016/17 savings target of £125,000. The cost of the additional temporary post of Children's Lead, Mosaic Implementation will be funded from departmental grant reserves.

Other Options Considered

8. The remit of the Information and Systems Team has emerged from an assessment of the current service provision alongside an exercise undertaken to anticipate future needs as the requirements in terms of technology provision change. 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.

Human Resources Implications

11. The new posts identified within this report have been subjected to job evaluation and, where appropriate, staff will be enabled into these posts 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) all posts within the current structure are disestablished and those posts detailed in **Appendix 1** be established
- 3) the temporary post of Children's Lead, Mosaic Implementation, be established.

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Constitutional Comments (SMG 02/11/15)

12. The Committee has the responsibility for approval of departmental staffing structures as required. The proposals in this report fall within the remit of this Committee.
13. The Employment Procedure Rules provide that the report to Committee include the required advice and HR comments and that the recognised trade unions be consulted on all proposed changes to staffing structures (and any views given should be fully considered prior to a decision being made).

Financial Comments (SS 04/11/15)

14. The financial implications of this report are contained within paragraph 7 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.

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

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

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

Electoral Division(s) and Member(s) Affected

All.

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