

7th March 2022

Agenda Item: 14

REPORT OF THE SERVICE DIRECTOR, TRANSFORMATION AND IMPROVEMENT

CHANGES TO THE STAFFING ESTABLISHMENT IN THE INFORMATION AND SYSTEMS TEAM

Purpose of the Report

1. The report seeks approval of changes to the staffing establishment of the Information and Systems Team which supports the information and systems management function within the Children and Families department. The report also seeks approval for a budget virement to fund the posts.

Information

2. The Information and Systems Service was established in April 2015 following a restructure and budget reduction. The Information and Systems Service is responsible for the support, maintenance and development of all departmental systems, as well as the management of data within those systems. Since the establishment of the team there has been an increase in demand for the services the team offers. The Service is an integral part of the department, providing the platforms required for front line practitioners to undertake their role effectively and efficiently as well as supporting the implementation of the department's digital transformation plan.
3. Since the establishment of the team, there has been a big increase in the userbase, particularly for Mosaic. With the expansion of system use to include the Family Service, Integrated Children's Disability Service and Children Centres, as well as education and youth service staff, there has been an increase of 700 users, taking the userbase to approximately 2,000, an increase of 35%. With additional workers, there is an increase in the data management, support and training required.
4. It has been recognised that there is a shortfall in support, data management and development capacity in the Information and Systems Team and temporary posts have been established to manage the demand for this service.
5. To manage this going forward it is proposed that the functions undertaken by 1 FTE Senior Practitioner – Support and Implementation post (Hay Band C) are divided between 1 FTE Senior Practitioner – System Design (Hay Band C, indicative grade) post to lead on

programme management, system development and implementation activities and 1 FTE Senior Practitioner – Support (Hay Band B, indicative grade) post to lead on system support and training for the department. Additionally, 2 FTE Data Management Officer (Grade 4) posts are required to undertake system support and data management activities associated with the increase in the userbase and requirements related to the General Data Protection Regulation (GDPR).

6. It is therefore proposed that the Senior Practitioner – Support and Implementation (Hay Band C) post is disestablished and the following posts established from 1st April 2022 on a permanent basis:
 - 1 FTE Senior Practitioner – System Design (Hay Band C, indicative grade)
 - 1 FTE Senior Practitioner – Support (Hay Band B, indicative grade)
 - 2 FTE Data Management Officers (NJE Grade 4).

Other Options Considered

7. The change in structure of the Information and Systems Team has emerged from an assessment of the current service provision. Without additional resource statutory functions in relation to GDPR would be unable to be fulfilled within the existing establishment.

Reason/s for Recommendation/s

8. 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 data management and system support that they require at a cost that remains affordable

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment 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

10. These proposals will cost £100,967 which can be met from within departmental budgets.

Human Resources Implications

11. The additional post identified within this report has been subject 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 Committee:

- 1) approves the disestablishment of 1 FTE Senior Practitioner – Support and Implementation (Hay Band C) post from the Information and Systems Service
- 2) approves the permanent establishment of the following posts in the Information and Systems Service from 1st April 2022:
 - 1 FTE Senior Practitioner – System Design (Hay Band C, indicative grade)
 - 1 FTE Senior Practitioner – Support (Hay Band B, indicative grade)
 - 2 FTE Data Management Officers (NJE Grade 4).
- 3) approves a budget virement of £100,967 from a permanent underspend in the teachers pension enhancements budget to Information & Systems to fund the above posts.

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Constitutional Comments (KK 11/02/22)

12. The proposals in this report are within the remit of the Children and Young People's Committee.

Financial Comments (CDS 21/02/22)

13. The cost of the staffing proposals would be approximately £100,967 p.a. (net of the deleted post) and could be met from within the department budgets, subject to budget virement approval by this committee. The base budget for Information & Systems staffing is currently £688,429.

HR Comments (BC 23/02/22)

14. The staffing implications are contained within the body of the report. New posts have been subject to job evaluation and where appropriate the Council's enabling process will be utilised to appoint to vacant posts.

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 20 June 2016](#)

[Information and Systems Team Restructure – report to Children and Young People’s Committee on 16 November 2015](#)

Electoral Division(s) and Member(s) Affected

All.

C1549