

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES & CULTURAL SERVICES**CHANGE TO STAFFING ESTABLISHMENT FOR CULTURAL SERVICES****Purpose of the Report**

1. To seek approval for the establishment of a Cultural Services Commissioner and Contract Manager post.

Information and Advice

2. The Council has an increasing number of cultural services managed under contract. These include the National Water Sports Centre; Culture, Learning and Libraries and Sherwood Forest Visitor Centre. The Council controls these services through each service's contract.
3. Culture Committee continues to provide strategic direction for these services through the Cultural Strategy. Culture Committee, as at present, monitors the delivery against the Strategy through receiving regular performance reports.
4. To ensure that Culture Committee can continue to carry out these functions effectively it is proposed to establish a Cultural Services Commissioner and Contract Manager post. The postholder will be expected to lead on the development of the Cultural Strategy and provide update reports to Culture Committee on achievements against it. The postholder will also report on the performance of the contracted services and any issues that have arisen, including liaising with internal and external stakeholders, such as grant funding agencies. On a day-to-day basis the postholder will carry out monitoring of the contracts and liaison with contractors and ensure that payment/performance mechanisms are applied. The post will be located within the Quality and Improvement Service of the Children, Families and Cultural Services Directorate.

Other Options Considered

5. One option considered was making the role part of an existing post. However, there would be insufficient capacity to carry out this role effectively for contracts that carry significant value.
6. A second option considered was not having a post at all, with the contracted service providers providing information to the Council as set out in their contracts. However, the complexity of the service arrangements covered by cultural services related contracts, and the high volume of day to day contact/liaison between contractors and the Council

that is/will be required, make it important that the Council has sufficient capacity to manage its contractor relationships and drive effective contractor performance.

Reason/s for Recommendation/s

7. A dedicated member of staff would provide sufficient capacity for the day-to-day management of the Cultural Services contracts, the development of the Cultural Services Strategy, and Committee reporting requirements.

Statutory and Policy Implications

8. 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

9. The cost of creating a Cultural Services Commissioner and Contract Manager will be met from within the existing Cultural Services budgets. The post will be a Hay Grade C/D and will cost the authority a maximum of £48,000 per annum including employer's on-costs. The post will be externally advertised, with recruitment focused on appointing a postholder with an appropriate mix of cultural services and contract management/commissioning skills and experience.

Human Resources Implications (JA 03/09/2015)

10. The HR implications have been considered and are addressed in the report.

Safeguarding of Children and Vulnerable Adults Implications

11. As the post holder will not be engaged in regulated activity a Disclosure and Barring Service (DBS) check will not be required.

RECOMMENDATION/S

- 1) That the establishment of a Cultural Services Commissioner and Contract Manager be approved.

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Constitutional Comments (SLB 23/12/15)

12. Culture Committee is the appropriate body to consider the content of this report subject to the Council's Employment Procedure Rules which require reports regarding changes to staffing structures to include HR comments and for the recognised trade unions to be consulted.

Financial Comments (SS 05/01/16)

13. The financial implications of this report are contained within paragraph 9 above.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

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