

13 July 2015

Agenda Item: 08

**REPORT OF THE TEMPORARY SERVICE DIRECTOR, YOUTH, FAMILIES
AND CULTURE****ADOLESCENCE AND EARLY HELP LOCALITY SERVICES GROUP -
CHANGES TO STAFFING ESTABLISHMENT****Purpose of the Report**

1. To seek Committee approval of minor changes to the staffing structure of the Adolescence and Early Help Locality Services Group.

Information and Advice

2. A change to the establishment of the Adolescence and Early Help Locality Services Group is proposed, to include the following:

Outdoor and Environmental Education Service

- to disestablish the 1 FTE (full-time equivalent) post of OEE Tutor (Mill Adventure Base, Grade 5) from 1st September 2015
- to disestablish the 1 FTE post of Caretaker/Cleaner (Mill Adventure Base, Grade 1/2) from 1st September 2015
- to disestablish the 1 FTE post of Senior Practitioner (Duke of Edinburgh, Hay Band A) from 1st September 2015
- to establish the 1 FTE post of Senior Tutor (Hay Band A) from 1st September 2015
- to increase the establishment of OEE Instructors (Grade 4) by 1.2 FTE from 1st September 2015
- to establish the 0.6 FTE post of Caretaker (Grade 2) from 1st September 2015
- to establish the 0.55 FTE post of Cleaner (Grade 1) from 1st September 2015

The net financial impact of these staffing changes is a £3,000 reduction which will contribute to the agreed reduction in the level of subsidy for the Service. These staffing changes will be achieved without any compulsory redundancies. Structure charts are attached as **Appendices 1 & 2**.

Youth Service

- to disestablish the post of Temporary Service Manager – Youth Service (Hay Band E plus 50% Honorarium) from 1st November 2015

- to establish the post of Service Manager – Youth Service (Hay Band F) from 1st November 2015.

This change reflects the changes in the span of control for the Group Manager and is cost neutral. The current and proposed structure charts for the Youth Service are included as **Appendices 3 & 4**.

3. Appropriate consultation has been carried out with affected staff and their relevant trade unions and this has assisted in design of the final structure.

Other Options Considered

4. Consideration has been given to the different staffing and structural options available and this model is felt to provide the best quality and overall value.

Reason/s for Recommendation/s

5. These recommendations support the budget savings required by the business cases agreed by Policy Committee in November 2014 whilst improving the efficiency and effectiveness of service delivery.
6. Following the alignment of the Duke of Edinburgh (DofE) Award team and The Mill Adventure Base, the opportunity has arisen to allow for the greater integration of staff. The proposed changes will reinforce the support to frontline staff, and sustain the quality and reputation of the service; this will also achieve an expansion in the offer available for young people participating with DofE through a broader and more inclusive range of expedition options including improved access to transport for DofE groups.
7. The implementation of the new Family Service, on 1st November 2015, along with the inclusion of the Schools Swimming Service and Parenting Mentoring activity within the Adolescence and Early Help Locality Services Group, is increasing the responsibilities of the Group Manager. It is therefore proposed to bring the Youth Service in to line with the rest of the group's leadership structures, through formalising the temporary Youth Service leadership arrangements established in November 2014. This proposal will not require any staff redundancies and will be met within the Service's current resources.

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 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

9. This proposal will contribute £3,000 to the Outdoor and Environmental Education Service's phased reduction in subsidy approved by Full Council in February 2015. The changes to the Youth Service structure will be met within the Service's current resources.

RECOMMENDATION/S

That:

- 1) the proposed changes to the staffing structure of the Adolescence and Early Help Locality Services group, as detailed in paragraph 2 of this report, be approved.

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Constitutional Comments (LM 17/06/15)

10. The Children and Young People's Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (SS 24/06/15)

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

Redefining your Council – Transformation and Spending Proposals – report to Policy Committee on 12 November 2014 (previously published)

Annual Budget Report 2015/16 – report to Full Council on 26 February 2015

New Job Descriptions

Electoral Division(s) and Member(s) Affected

All.

C0659