

11 March 2013**Agenda Item: 11****REPORT OF THE CORPORATE DIRECTOR FOR CHILDREN, FAMILIES AND
CULTURAL SERVICES****REVIEW OF STAFFING STRUCTURE TO SUPPORT PLANNING,
PERFORMANCE AND QUALITY ASSURANCE FUNCTIONS WITHIN
CHILDREN, FAMILIES AND CULTURAL SERVICES****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 planning, performance, data, capital projects and quality assurance functions within the Children, Families and Cultural Services department.

Information and Advice

2. The post of Group Manager (Policy, Performance and Planning) was disestablished in December 2011 as part of the reduction in the number of senior management posts within the Children, Families and Cultural Services department. Responsibility for the functions managed by that post transferred to a revised post of Senior Executive Officer with effect from February 2012 when the current post holder was confirmed in post, via the Council's enabling procedures.
3. The role of the service is to support the front line services within the Children, Families and Cultural Services department to deliver their priorities by providing a range of supporting functions – performance and data, planning and project management, and quality assurance – that offer an appropriate mix of information, advice, support and challenge.
4. An interim team structure was put in place at that time, including the establishment of two new Executive Officer posts to provide a similar level of support to the three Service Directors (reduced from eight during the period between September 2010 and April 2012) to that which had been provided to the Corporate Director by the Senior Executive Officer. This cost of the interim structure was met from within the existing budget for the former Policy, Performance and Planning Group, whilst also contributing a sum of £100,000 towards a reduction in departmental overheads during 2012/13.
5. A review of the role, remit and structure of the data, performance, planning and executive support teams was launched in November 2012 following a meeting with all of the affected staff. Initial proposals were shared with staff within the service, and with the

department's senior leadership team, at the beginning of February 2013. A period of consultation / feedback ran until Friday 22 February 2013.

6. During this period, it was confirmed that the Service would also assume lead responsibility, together with the associated resources, for planning the Department's capital programme activity (schools and non-schools), along with a range of other transitional improvement projects, e.g. departmental implementation of the Ways of Working Programme.
7. The proposed structure for the new Group is attached at **Appendix 1**. It contains three discrete service areas:
 - Data and Performance – with responsibility for managing departmental ICT systems, ensuring data security, and for compiling performance information for services across the department
 - Planning, Support and Quality Assurance – with responsibility for providing executive support to the Corporate Director and departmental senior leadership team, supporting the work of the Children's Trust, and coordinating the arrangements for quality assurance across the department in line with the requirements of the new Ofsted inspection framework
 - Capital Projects – with responsibility for supporting schools seeking to convert to academy status and planning the department's improvement / capital programmes (e.g. Schools Capital Refurbishment Programme, Basic Need, Priority Schools Building Programme, non-schools capital projects, Ways of Working).
8. There are no compulsory redundancies arising from the review, though three current members of staff have applied for voluntary redundancy. The direct staffing cost of the revised structure for the data and performance and planning, support & QA teams is approximately 15% less than the cost of the current establishment. This reflects the development of greater flexibility into individual job roles – in line with the current requirements of the service – and will also enable a commissioning approach to some aspects of the Group's work, where this is found to be appropriate. It is recommended that all of the current posts within the data management and performance review functions are disestablished and the new posts, as set out in **Appendix 1**, established in their place. Staff will be enabled into the new posts via the Council's normal procedures.
9. Finally, it is recommended that the Capital Projects Team and associated budgets transfer as currently configured to the new Group. This will realise cashable savings in 2013/14 due to the earlier-than-planned cessation of the temporary post of Service Director (Children, Families and Cultural Services).
10. It is anticipated that the Group's range of functions and its staffing resources will be subject to further review during the period 2014-17 as part of the service review programme across the Council to address the continuing financial challenge during that period.

Other Options Considered

11. The revised structure for the data and performance and planning, support and QA teams have emerged from a period of consultation and engagement with staff regarding the future role and remit of these services.
12. Alternative options for locating the capital projects team were also considered, e.g. placing the team wholly within the Support to Schools Service or splitting up the team and locating individual members of staff into different service areas.

Reason/s for Recommendation/s

13. The proposals outlined in this report to clarify the role and remit of the functions that support the front-line services within the Department, and to bring together a number of teams under a single point of leadership, will help ensure that the Department continues to receive the range and level of support that it requires at a cost that remains affordable.

Statutory and Policy Implications

14. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the Committee approves the revised staffing structure to support the planning, performance, data, capital projects and quality assurance functions within the Children, Families and Cultural Services Department, as set out in the report.

Anthony May

Corporate Director for Children, Families and Cultural Services

For any enquiries about this report please contact:

Jon Hawketts
Senior Executive Officer
T: 0115 9773696
E: jon.hawketts @nottsc.gov.uk

Constitutional Comments (KK 25/02/13)

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

Financial Comments (KLA 25/02/13)

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

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

C0192

Proposed Staffing Structure for Planning Performance and Quality Assurance Group

