

13<sup>th</sup> January 2020

Agenda Item: 11

## **REPORT OF THE SERVICE DIRECTOR, COMMISSIONING AND RESOURCES**

### **TEMPORARY CHANGES TO THE STAFFING ESTABLISHMENT WITHIN THE INFORMATION AND SYSTEMS TEAM IN CHILDREN AND FAMILIES**

#### **Purpose of the Report**

1. This report seeks approval to establish the following fixed term posts within the Information and Systems Team in Children and Families to support the reintegration of Children's Centres back into the management of the Council, for a period of 12 months from January 2020 to December 2020:
  - 1 FTE Business Systems Analyst (Band C)
  - 1 FTE System Coordinator (Band A)
  - 1 FTE System Support Officer (Grade 5)
  - 1 FTE Data Management Officer (Grade 4).
2. The report also seeks approval to offer an honorarium to an existing postholder (Band C) within the team to take on managerial responsibilities in relation to the management of the System Design and Implementation function during the period that these temporary posts are established.

#### **Information**

3. In March 2019 the Committee had approved the reintegration of the Children's Centre function into the management of the Council through the development of Mosaic to enable case recording in relation to the targeted services that the reintegrated service will provide.
4. The implementation of a system solution for Children's Centres will include:
  - the development of business systems
  - training and support of incoming staff in the use of those systems; and
  - the migration of data in relation to open, targeted cases into these systems.
5. Therefore, to allow the service to implement an effective solution for the incoming service and staffing it has been identified that a Business Systems Analyst, a System Coordinator, a System Support Officer and a Data Management Officer posts are required to support this project on a fixed term basis.

6. In addition, the current structure of the Information and Systems Team is not scalable to support the management of the multiple project workstreams and temporary staff required. It is therefore proposed that an existing postholder (Band C) is allocated an honorarium to undertake these acting managerial responsibilities on a fixed term basis.

### Other Options Considered

7. In July 2019 the Committee established a number of fixed term posts within the Information and Systems Team to undertake additional project work in relation to the Remodelling Social Work Practice programme, as well as additional staff to support departmental GDPR (General Data Protection Regulation) compliance.
8. Although this resource has been established, this additional capacity will be not be sufficient to implement the requirements identified. Not establishing these posts would therefore limit the Department's ability to reintegrate the Children's Centre Service back into the management of the Council.

### Reason for Recommendation

9. The changes to the staffing establishment outlined in the report will enable more effective project delivery of both the Children's Centre reintegration and the other digital projects prioritised by the Department's Digital Development Board.

### Statutory and Policy Implications

10. 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

11. The cost of the posts for one year fixed term will be:

	£
• 1 FTE Data Management Officer (Grade 4) post	27,519
• 1 FTE System Support Officer (Grade 5) post	32,432
• 1 FTE System Coordinator (Band A) post	38,875
• 1 FTE Business Systems Analyst (Band C)	50,841
• 5% honorarium for a Band C to take on additional duties	2,543
<b>Total</b>	<b>152,209</b>

12. The cost of equipment for these temporary posts will be approximately £1,500 per post to cover Carbon laptop, headset and associated monthly charges equating to £6,000 in total. This takes the total cost of establishing these posts to £158,209.

13. It is proposed that the cost of these posts and associated equipment will be met through implementation costs of the Children's Centre project, as detailed in a separate report on the agenda of this meeting on Children's Centre Service Proposals. This equates to £43,382 in 2019/20 and £114,827 in 2020/21.

### **Human Resources Implications**

14. All posts have job descriptions which have been evaluated by Hay and will be recruited to in line with the Council's existing processes.

### **Safeguarding of Children and Adults at Risk Implications**

15. Recruitment to these posts will improve the Council's ability to safeguard children and young people.

### **Implications for Service Users**

16. Recruitment to these posts will improve the quality of service provision to children and families.

## **RECOMMENDATION/S**

- 1) That Committee approves the establishment of the following additional fixed term posts, and honoraria arrangement, for a period of 12 months from January 2020 to December 2020, in the Information and Systems Team in the Children and Families department to support the reintegration of Children's Centres back into the management of the Council:
- 1 FTE Business Systems Analyst (Band C)
  - 1 FTE System Coordinator (Band A)
  - 1 FTE System Support Officer (Grade 5)
  - 1 FTE Data Management Officer (Grade 4).
  - Honorarium payment of 5% for an existing Band C postholder.

**Laurence Jones**  
**Service Director, Children and Families**

**For enquiries about this report please contact:**

Joe Foley  
Group Manager, Safeguarding and Improvement  
T: 0115 8041129  
E: [joe.foley@nottsc.gov.uk](mailto:joe.foley@nottsc.gov.uk)

### **Constitutional Comments (AK 23/09/19)**

17. The recommendation falls within the remit of the Children and Young People's Committee under its terms of reference.

## Financial Comments (SAS 18/10/19)

18. The cost of the posts for one year fixed term will be:

	£
• 1 FTE Data Management Officer (Grade 4) post	27,519
• 1 FTE System Support Officer (Grade 5) post	32,432
• 1 FTE System Coordinator (Band A) post	38,875
• 1 FTE Business Systems Analyst (Band C)	50,841
• 5% honorarium for a Band C to take on additional duties	2,543
<b>Total</b>	<b>152,209</b>

19. The cost of equipment for these temporary posts will be approximately £1,500 per post to cover Carbon laptop, headset and associated monthly charges equating to £6,000 in total. This takes the total cost of establishing these posts to £158,209. This equates to £43,382 in 2019/20 and £114,827 in 2020/21.

20. These costs have been included within the overall implementation costs of the project to reintegrate the Children's Centres back into the management of the Council. The implementation costs, and their funding, are detailed in a separate report, Children's Centre Service Proposals, on the agenda of this meeting.

## HR Comments (BC 27/09/19)

21. The staffing implications are contained within the body of the report. The posts will be recruited to in accordance with the vacancy control and agreed recruitment procedures.

## 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.

Current and proposed staffing structure for Information and Systems Team

[Changes to the Staffing Establishment within Children and Families – report to Children and Young People's Committee on 15th July 2019](#)

[Children's Centre Service Contract – report to Children and Young People's Committee on 18th March 2019](#)

## Electoral Divisions and Members Affected

All.

C1301