

APPENDIX B

SUPPORT TO SCHOOLS SERVICE – PROPOSED RESTRUCTURE OF THE PLACE PLANNING AND ADMISSIONS TEAM

Feedback from Place Planning and Admissions Consultation

Following the development of the Children and Family Cultural Services Department's outline business cases, consultations have been undertaken, firstly in relation to the outline business case to secure £1.3 million and secondly around the proposals for a new structure in Place, Planning and Admissions.

During the consultation period in relation to the proposed new structure of the Place Planning and Admissions team which is part of the Support to Schools Service, a formal presentation was made by the Service Director and Group Manager on 6th November, 2013. A formal consultation period from 14 February 2014 to 14 March 2014 took place when individual consultation meetings were also offered with relevant Team Managers and team members were offered the opportunity to provide written feedback.

GMB, UNISON, NASUWT, NUT and Aspect were all informed of the consultation and invited to meet on 26th February, 7th March or 13th March. The representative from UNISON attended a meeting on 13th March 2014 to clarify the staffing structure in relation to the Early Years Transition Post. Since the consultation period closed on 14th March 2014, ongoing cross-service discussions have continued and resulted in an amended structure which is now attached.

All officers within Place Planning and Admissions as well as School Transport Service were invited to provide feedback.

Feedback

- Concern about the inclusion of EHE within the Fair Access Support Officer Post
- Concern about comparability of qualifications in relation to specific, apparently comparable posts as well as some aspects of presentation on draft documentation
- Concern about the timeline for the job evaluations of the proposed new posts
- Concern about the timeline and processes around enabling
- Concern about the confusion between job titles on the structure chart and the Job titles on the actual JDs
- Concern about the consistency and balance of the line management responsibilities of team managers

Following consideration of all consultation feedback, the following is now proposed for the Place Planning and Admissions team:

- Home to School Transport will transfer from Business Development & Support to the Place Planning and Admissions team (2fte);

- Posts covering school capacity and school organisation will transfer from Business Development & Support to Place Planning and Admissions (2 posts);
- The Transition Post for early Years will be unfilled from April 2014-April 2015 but will remain as an established post within the Place Planning and Admissions Team;
- A new post of Place Planning Officer will be established to increase capacity in relation to LA statutory duties;
- 2 new posts of Senior Professional Practitioners for Place Planning and Admissions will be created to support Place Planning and Admissions Officers to increase capacity within the team;
- 1 new senior professional practitioner post will be created to increase capacity to effectively implement the fair access policy;
- The fair access officer will be directly line managed by the group manager;
- The fair access officer will line manage the senior professional practitioner for vulnerable groups and the fair access support officer;
- The proposed new post of admissions support officer has not been confirmed due to the current review of the admissions process.

The proposed structure strengthens the PPA team's capacity to fulfil statutory duties in relation to strategic place planning for early years and school aged pupils, fair access, as well as admissions and school appeals. It also provides the basis for the continued admissions review and proposed channel shift to customer services of aspects of admissions.

Next Steps

The group manager, supported by enabled team managers will now use the County Council's enabling process to:

- seek ratification for the proposed structure from Children and young People's Committee;
- establish appropriate pools of staff against future posts and enable posts that have been transferred from Business Support;
- enable team managers, senior professional practitioners, officers and support officers into posts as appropriate;
- confirm new posts and ensure that these posts are advertised internally initially in relation to redeployment and other County Council's policies;
- use the vacancy protocol to establish any new posts where appropriate;
- new and significantly changed posts to be formally evaluated through Job Evaluation;
- the outcome of the process will be implemented from 1 September 2014.