

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3863
Author:	Deborah Hemsley
Department:	Children and Adults
Contact:	Deborah Hemsley (Job Title: Executive Officer, Email: debbie.hemsley@nottinghamcity.gov.uk, Phone: 0115 865151)
Subject:	The Way to Work2Work ESF Project - Creation of additional new posts, 6 FTE Family Support Workers & 1 Team Manager
Total Value:	£0.789m (Type: Revenue)
Decision Being Taken:	To accept £0.789m from the Way to Work2Work ESF Project to fund 7 new posts (executive decision) To approve the creation of 6 x FTE Grade F Family Support Workers fixed term for 3 years, and 1 x FTE Grade J Team Manager fixed term for 2 years to meet the requirements of the recently awarded Way2Work ESF project. (non-executive decision)
Reasons for the Decision(s)	Following the initial Delegated Decision (number 3746) this decision seeks to accept funding for the creation 6 x FTE Family Support Workers, grade F and 1 x FTE Team Manager, Grade J. All posts are fixed term, the FSW posts will require a review in year 3. Funds for the Team manager post are for only 2 years and then the team manager post will be reviewed at that point. A robust monitoring process will also be introduced to mitigate any risks of claims. The creation of these posts is to further more support the service, who already work with this group, allowing the deployed and created FSW posts to have greater focus on worklessness and to enable successful delivery of this project, to children and families who require extensive support. The posts will be funded from the Way2Work ESF project so there will be no additional staffing costs to be met from the existing NCC budget. The decision seeks to accept the funding as allocated through the Accountable Body, Nottingham City Council as per delegated decision 3746 - The Way2Work ESF Project - December 2019.
Other Options Considered:	Do nothing - this option was rejected because this would mean the service would not meet the requirements of the recently awarded Way2Work ESF project funding.

Background Papers:	None
Published Works:	Delegated Decision 3746 The Way2Work ESF Project - December 2019
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	N/A
Equality:	EIA not required. Reasons: This is not a new or changing policy, service or function.
Relates to staffing:	Yes
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	06/05/2020
Advice Sought:	Legal, Finance, Human Resources

Legal Advice:

This proposal involves the creation of seven FTE roles within Nottingham City Council - six FTE Family Support Workers and one FTE Team Manager - who will support the work of the Way2Work ESF project. If this proposal is accepted then appointment to the newly created posts should be based on merit.

It is indicated that, if these posts are created, they will be offered on a fixed-term basis with a review in three years' time. If that is the case, then the contracts of employment should state the period for which employment with Nottingham City Council should be in place and explain the reason as to why it is of a limited duration. Furthermore, the contracts of employment should state that employment will end upon: the cessation of that fixed term period; or some other event; or by way of the standard notice provisions pertaining to Nottingham City Council employees.

If this proposal is accepted then the newly created posts should carry with them, terms and conditions of employment that are consistent with the policies of Nottingham City Council. In particular, the levels of pay to be offered should be consistent with the pay scales and pay policies of Nottingham City Council. Aman Patel, Solicitor, Legal Services 17.04.2020.

Advice provided by Aman Patel (Solicitor) on 17/04/2020.

Finance Advice:

The decision seeks approval to recruit 6fte Family Support Workers and a Team Manager as part of the Way2Work ESF Project. The project is for three years and funded on a 50% match funding basis. The total budget for Childrens Integrated Services is £0.896m of which £0.214m is allocated to contractual requirements, such as marketing and hardship contingencies.

The residual budget is £0.789m to fund the above staffing requirements. The service notes there is not sufficient funding for a full time Team Manager for the full three years. The Director of Childrens Integrated Services and Head of Service wish to appoint a full time Team Manager for the first two years and are in full agreement to review the structure prior to the third year ensuring it remains within budget.

Claims are based on evidencing costs rather than payment by results. This includes signed agreements from staff and subsequent payroll data. Failure will result in funding be withheld and therefore a financial pressure to the service and organisation. A monitoring process should be introduced to mitigate this risk.

Underspends in relation to the staffing can't be claimed or carried forward to use in future years without prior approval from the EU Social Fund. Advice provided by Christine Green (Strategic Finance Business Partner) on 17/04/2020.

HR Advice:

Management will need to ensure that recruitment is conducted through the appropriate processes, including redeployment consideration. Management should be aware that the selected post-holder should commence on a starting salary of Level One within the respective grade, unless the appointed colleague is already in employment at the Council and on Level 2 of the same grade, in which case the employee would be matched over at the rate of pay they currently receive. There will need to be a support and development plan for the new post-holders once appointed in line with managing performance. As these posts are temporary, an appropriate exit strategy must be in place in order to terminate the contract in line with NCC guidance in the event that the posts cannot be made permanent at the end of the fixed term period. Management will need to ensure appropriate timelines are in place to notify the affected employee and give appropriate notice. Consideration must be given to potential redundancy costs that emerge as a result of the review in year 3 if the decision is to not continue the programme of work. Advice provided by Aadil Bhatti (HR Consultant) on 17/04/2020.

Signatures

Cheryl Barnard (Portfolio Holder- Children and Young People)
SIGNED and Dated: 28/04/2020
Catherine Underwood (Corporate Director for People)
SIGNED and Dated: 23/04/2020