


# HR Delegated Decision Making Form– Changes to the Agreed Establishment

REF NO  
PH/WC/O  
Assigned by HR

<b>Decision Type</b>	Officer
<b>Directorate</b>	People
<b>Title of workforce change/decision to be taken</b>	Early Help – recruitment two fixed term posts funded by SSBC until 30 September 2025
<b>Background and reasons for the workforce change</b>	<p>The Early Help service is currently going through structural and transformational change. Nottingham City Council has identified the need to ensure early help services are delivered through City wide partnership arrangements.</p> <p>Currently an early help partnership strategy is being developed with the support of partner agencies across the City. A project plan for early help has been developed through supporting Families and work is ongoing to embedded new ways of working through the Family hubs.</p> <p>The restructure of early help and its service delivery has identified the need for an Early Help service manager and Programme manager to drive this work forward. Small Steps Big Changes (SSBC), one of the partners supporting the development of the Early help strategy has agreed to fund a service manager (grade K) and programme manager (grade H) to support this work (see word document below)</p> <p style="text-align: center;"> SSBC114 - Support for Early Help and Fi</p>
<b>Financial information</b>	<p>Total value of decision: £300.000</p> <p>How will this be funded and where from? Grant funded</p> <p>Grant funding is being provided by SSBC from 1<sup>st</sup> Oct 2023 – 30<sup>th</sup> Sept 2025</p>
<b>Other Options Considered</b> (with reasons for rejecting options not favoured)	<p>There is no capacity within the existing service establishment to deliver the transformation work required.</p> <p>The coordination of NCCs and the partnership early help offer requires significant capacity that is currently not available within the current service establishment.</p>
<b>If new posts are to be created, detail your recruitment approach for the decision maker to approve recruitment</b>	<p>The posts will be advertised via Redeployment initially, if the posts cannot be filled, then external recruitment will be progressed to gain the best skilled applicants for the posts.</p>

**Due Regard for Equality,  
Diversity & Inclusion**

Has the equality impact of the decision been assessed?

No (EIA not required)

Yes (EIA attached)

**Background Papers**  
(including published documents)

SSBC confirmation letter embedded above

**Contact Person**

Name: Wilf Fearon  
Job Title: Head of Early Help Services

Contact No.  
Email:  
wilf.fearon@nottinghamcity.gov.uk

**JE/Position Amendment  
Form Attached**

YES  NO x

**Scheme of Delegation  
Reference Number**

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**Advice Given  
- Mandatory**

**Observations of HR Business Partner:**

Management are proposing to create an Early Help Service Manager (K) and a Programme Manager (H). Management should ensure that all new posts are evaluated formally through job evaluation and that job descriptions and person specifications meet the requirements of these roles. Grades need to be confirmed through Job Evaluation prior to any recruitment activity.

Management will need to ensure that recruitment is conducted through the appropriate processes for the newly created role within the proposed structure. Management should apply pay policy principles in the starting salary for all new post holders. Management should be aware that the selected candidates 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 two of the same grade, in which case the employee would be matched over at the rate of pay they currently receive.

The post should be considered for redeployment in the first instance. A fair and transparent recruitment process should be followed, in line with the Council's recruitment procedure. Consideration to the Council's EDI agenda should be given in respect of how and where the post is advertised and also a representative recruitment panel to conduct the recruitment process.

There will need to be a support and development plan for the new post holder once appointed in line with managing performance through the new probationary policy. Future Ways of Working should be discussed with the employee in relation to category of worker and any expectations should be clearly outlined with regard to attendance in the office, dependant on the role and responsibilities.

As the post are initially temporary due to funding arrangements, an appropriate exit strategy must be in place to terminate the contract in line with NCC guidance in the event that the post 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.

At the expiry of the fixed term contracts, management will need to ensure a plan is in place with appropriate timelines to undertake appropriate actions. Post holders may also have access to Redeployment jobs. Any costs relating to time on the redeployment register such as potential work trials and pay protection must be picked up by the exporting department. If individuals are not redeployed into alternative roles prior to the termination of their contracts, there may be redundancy costs if they have accumulated two or more years' service and in addition there may also be pension strain costs if the affected individuals are between the age of 55 and 60. The costs associated with redundancy and pension strain would need to be picked up by the department. The report should highlight this as a consideration in terms of how costs will be met at the end of the fixed term contracts.

Management will need to ensure that organisational decision principles and the Decision Making Accountability Principles (DMA) and therefore any proposed staffing structure must be compliant, taking into account levels of management as well as spans of control.

**Leanne Sharp**  
HR Consultant  
HR Departmental Team – Peoples  
[Leanne.sharp@nottinghamcity.gov.uk](mailto:Leanne.sharp@nottinghamcity.gov.uk)

**Observations of Finance Business Partner:**

SSBC, Small Steps Big Changes, have agreed to fund £300,000 for an Early Help Service Manager (Grade K - £44,866 or 1 year including on costs) and a Programme Manager (Grade H - £64,327 for 1 year including on costs) to support the strategic change in the area. These posts amount to £218,390. The £300,000 is to cover both of these positions, as well as any changes that might occur over the length of the contract such as in bandings and pay rises, but if this is not completely spent then SSBC could claim the funds back. These costs will be fully met via the funding. There needs to be an assessment of potential redundancy costs or pension strain costs at the end of the project or if the project ceases early. Finance will be assisting management in monitoring against the planned expenditure.

**Clare Rickett**  
Senior Commercial Business Partner, Children's and Commissioning  
[clare.rickett@nottinghamcity.gov.uk](mailto:clare.rickett@nottinghamcity.gov.uk)

Advice Given  
-  
Discretionary

**Observations of Other Officer:**

Firstname Lastname  
Job Title  
Email:  
Tel:

## **Consultation**

**PLEASE READ** – Workforce decisions within the agreed establishment or with unbudgeted financial implications of under £25,000 are delegated to Corporate Directors.

Where workforce decisions are ‘fast tracked’ via the Budget process, the relevant Portfolio Holder should be consulted.

**Details of Consultations undertaken with Trade Union Reps (including dates of consultation)**

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**Details of Consultations undertaken with Portfolio Holders (only relevant for ‘fast-tracked’ budget proposals before Full Council sign-off in March)**

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## **Authorisation**

The completed and signed form must be sent to **the HR colleague who provided advice on this decision** within 2 working days of the signature.

Approval to recruit (if applicable)

YES  NO

Corporate Director or authorised colleague  
(Print name)

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Signature

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Attach any additional background information as an appendix to this form.