

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	2288
Author:	Paul Wilkinson
Department:	Children and Families
Contact:	Paul Wilkinson (Job Title: Business Manager - Children in Care, Email: p.wilkinson@nottinghamcity.gov.uk, Phone: 01158765009)
Subject:	To establish 2 permanent Customer Service Officer Posts in Fostering & Adoption
Total Value:	£48,044 (Type: Revenue)
Decision Being Taken:	To establish 2 permanent Customer Service Officer Posts in Fostering and Adoption following the posts being fixed term for 3 years (non-executive decision) To approve the budget of £48,044 for the creation of the 2 posts which will be met from efficiencies identified within the Children in Care budget (executive decision)
Reasons for the Decision(s)	The Customer Service Officer (CSO) posts were established in April 2013 on a temporary basis as part of the Adoption Reform Grant, which ended 31/3/2015. The posts were extended for a further year from April 2015 to March 2016. The CSO posts were established to provide an immediate response to all enquiries from the public in relation to Fostering and Adoption to ensure that potential applicants are provided with information about the service which is detailed and knowledgable. The officers will support applicants through the recruitment and assessment process to ensure applications are not delayed and applicants have a named contact in the authority for any queries they may have. The officers also provide a marketing function, attending events and following up leads from events to maximise the number of applications to the authority. This work is key in supporting Big Ticket programmes to increase the number of in-house fostering and adoptive placements providing safe foster homes in the local area, as well as long term adoptive homes for our children in care. Creating these post on a permanent basis is key to meeting corporate targets to reduce costly external placements and support children moving into adoptive placements which reduces the number of children in care.

Other Options Considered: 1) Not extend the posts - this was rejected as the role provided is key to the Fostering and Adoption process.
2) Extend the post for a further 1 year on a temporary basis - this was rejected as the posts have been temporary for 3 years and the impact of this role has resulted in increased numbers of applications.
Failure to continue with this role could mean that the service loses the knowledge and experience of staff in these roles temporarily which would have a negative impact on the recruitment process.

Background Papers: None

Published Works: None

Affected Wards: Citywide

Colleague / Councillor Interests: None

Consultations: Those not consulted are not directly affected by the decision.

Crime and Disorder Implications: These posts assist with Nottingham City Council's aim of ensuring temporary or permanent family homes for our Children in Care, by ensuring children and young people have supportive family homes for a short term placement or permanently depending on their need and plans. By providing supportive and nurturing homes it will reduce the risk of harm and poor life chances.

Equality: EIA not required. Reasons: EIA is not required as this decision does not relate to a new or changing policy, service or function

Relates to staffing: Yes

Decision Type: Officer

Executive Decision? Yes

Scheme of Delegation Reference Number or Other Source of Delegation: 16

Subject to Call In: No

The call-in procedure does not apply to the proposed decision because the delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The Chair of the Overview and Scrutiny Committee (or Vice-Chair) in his/her absence has been consulted and agreed both that the decision proposed is reasonable in all circumstances and that it should be treated as a matter of urgency.

Person Consulted:

Consultation Date: 01/01/0001

Advice Sought:

Finance, Human Resources

Finance Advice:

It is proposed to establish 2 Customer Service officer posts, within the Fostering & Adoption service with effect from 1st April 2016. These posts have been temporary since 1st April 2013.

The posts are involved in reducing the number of children in external placements and support the adoption process, which reduces cost and the number of children in care.

The annual cost of the post, on Grade E and including on cost is £48,044. Efficiencies have been identified within the Children in Care budget to fund this expenditure

Steve Lynk - Finance Analyst

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10th December 2015

Advice provided by Stephen Lynk (Finance Analyst) on 10/12/2015.

HR Advice:

Where the nature of a post changes from temporary to permanent the post should be offered to the incumbent post holder provided that the following requirements are met:

- . The post was advertised and filled via a documented recruitment process
- . Consultation with the Resourcing Team has taken place
- . The post is not required for an employee in Project People
- . Trade union consultation has taken place
- . The post holder has been in post for a? reasonable period (usually six months or more)
- . The post holder's performance has been satisfactory

Advice provided by Joanne Hill (Service Redesign Consultant) on 10/12/2015.

Signatures:

Alison (Corporate Director Children and Adults)

SIGNED and Dated: 23/12/2015