

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	2839
Author:	Nicky Dawson
Department:	Children and Families
Contact:	Nicky Dawson (Job Title: Priority Families Programme Coordinator, Email: nicky.dawson@nottinghamcity.gov.uk, Phone: 01158763757)
Subject:	Extension of posts and new post in the programme team
Total Value:	Combined cost to 2020 including on costs 26% £396,000 in total (Type: Revenue)
Decision Being Taken:	<p>1) To approve funding for the extension of the existing core programme team posts of Project Manager (grade H 1. FTE) and Business Support Officer (grade D 1. FTE) and the creation of a new post of Service Manager (grade K 1.FTE) for Targeted Support to the end of the programme 31st March 2020 from the Priority Families grant. (Portfolio Holder Decision)</p> <p>2) To agree the extension of the existing core programme team posts of Project Manager (grade H 1. FTE) and Business Support Officer (grade D 1.FTE) to the end of the external government programme 31st March 2020 under Scheme of Delegation reference 16. (Non-Executive Officer Decision)</p> <p>3) To create a new post of Service Manager (grade K 1.FTE) for Targeted Support to the end of the programme 31st March 2020 under Scheme of Delegation reference 16. (Non-Executive Officer Decision)</p>
Reasons for the Decision(s)	<p>The core programme team are essential to delivery of the programme and management of the grant income. The Service Transformation Grant element of external government funding is provided to cover these staffing costs.</p> <p>Targeted support staff hold the majority of Priority Families cases. Programme monitoring and department audit has evidenced a need for a post of Service Manager to quality assure and drive outcomes performance across this area of work to enable payment by results income to be fully claimed (potentially several million pounds over the remainder of the programme) and government's national programme targets to be met. This post has been agreed in principle by the two relevant Heads of Service.</p> <p>The existing post holders for the D and H posts are at the top of their grades. The new K grade post has been estimated at the top of the grade at point 55 as this will allow some contingency for potential pay changes across all three posts in April 2017 (for example such as cost of living increase 1%) and some recruitment flexibility for the K appointment. It is likely that there will be savings from the estimated total cost per annum.</p>

**Briefing notes documents:**

service manager Targeted Family Support JD and PS 9.1.17.doc, Skills Based Job Profile BSO grade D Priority Families v2.doc, PFProject ManagerJDJuly2015.doc

**Other Options Considered:**

Departmental managers sharing quality assurance, joint working between Early Help managers and operational managers in the virtual programme team, additional training for staff, additional support from Accredited Practitioners: These options were rejected because they did not fully resolve capacity issues due to increased target numbers.

A programme review took place in 2014/15. Staffing was restructured and two management posts were deleted. A new service management post was created for YOT, FIP and programme operations and the programme manager post was downgraded to project manager. The project manager post performs similar functions to the previous programme manager/Troubled Family Coordinator post without the same level of accountability as that now sits with the Head of Service. The BSO post was reviewed when vacant during 2016 and the functions are still required. Full time dedicated support will ensure that there is no loss of claims income and targets are met. The programme is currently well regarded nationally, regionally and within core cities; there would be a reputational issue for the council if targets were not met.

**Background Papers:**

**Unpublished background papers:**

**Published Works:**

**Affected Wards:**

Citywide

**Colleague / Councillor Interests:**

**Consultations:**

Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:**

Priority Families has embedded within it the Government's Troubled Families Initiative having as a key target criteria for families to be eligible for support, families with crime and anti-social behaviour. This includes adult offenders and young offenders at all levels from risk of offending behaviour through to families engaged in Serious and Organised Crime. Work also encompasses Domestic Abuse as a key criteria, arson and substance misuse with offending. Employment support included in the service incorporates support for offenders to gain work or skills to enable progress to work as well as providing excluded young people with a second chance at apprenticeships and employment and skills training and opportunities. The Priority Families programme delivers to The Council Plan and also to a range of One Nottingham strategies, plans and aims around reducing crime and anti-social behaviour.

**Equality:** EIA not required. Reasons: EIA not required. Reasons: Host teams/department will apply own equality procedures to management and support of posts and in terms of employment contract requirements for equalities and disabilities, including how support is delivered to families and ensuring equality of access to support. The programme team also monitors access and actions any identified issues as appropriate.

**Relates to staffing:** Yes

**Decision Type:** Portfolio Holder

**Subject to Call In:** Yes

**Call In Expiry date:** 18/05/2017

**Advice Sought:** Legal, Finance, Human Resources

**Legal Advice:**  
**Employment-related Legal Advice**  
 Any new appointments to envisaged posts should be made on merit in accordance with Section 7 of the Local Government and Housing Act 1989.  
  
 John Bernard-Carlin  
 Team Leader  
 Housing, Employment & Education Team  
 Legal Services Advice provided by John Bernard-Carlin (Team Leader) on 09/02/2017.

**Finance Advice:**

**DDM Ref PH/WC/0 approved the posts of Programme Manager (Grade H / 1.00FTE) and Business Support Officer (Grade D / 1.00FTE) as part of the external government programme 'Priority Families' due to end in March 2020.**

**The PM and BSO form part of the current establishment and costs have been included in the financial model until March 2020. The associated annual cost of these roles is £0.069m. The Service Manager (Grade K / 1.00FTE) is a newly established role. It has been evaluated at the top of Grade K to provide a level of contingency in terms of recruitment. The total cost of this role is £0.063m and will be funded by the PF budget.**

**Annual costs for this decision is £0.132m therefore equating to £0.396m over the next 3 years.**

**Costs have been included in the financial model until March 2020.**

**Costs are based on 2016/17 costs, however an additional 2.5% has been applied to cover inflation, pension and the apprenticeship levy which must be covered by the service as a result of the posts being grant funded.**

**In terms of the HR observations, the posts are funded by the Priority Families which is a government programme until March 2020 and therefore feel that NCC can demonstrate the need for a further fixed term contract.**

**Advice provided by Christine Green (Senior Commercial Business Partner) on 22/02/2017.**

**HR Advice:**

**Management are proposing to extend the contracts of the individuals working in the 'Priority Family' posts associated with this decision and should therefore be aware that where an employee has accrued more than 2 years' continuous service, the individual gains the right to a redundancy payment (should the fixed-term contract end and alternative employment not be secured), and should therefore budget accordingly.**

**Furthermore, where an employee has been employed on successive fixed-term contracts for a period of four years or more, if the employee is offered a renewal of the contract, that renewal will be deemed to be on a permanent basis, unless NCC can demonstrate it has objective reasons for a further fixed-term contract.**

**In giving notice to end a fixed term contract, management will need to ensure appropriate timelines are in place to notify the affected employees and give appropriate notice and make a referral to Redeployment (3 months prior to the end of the contract).**

**Management will need to contact the Employee Service Centre (ESC) to ensure that employees are advised of the decision to extend in writing if this decision is approved.**

**Advice provided by Gareth Sayers (Service Redesign Manager) on 06/02/2017.**

**Signatures**

**David Mellen (PH Early Intervention and Early Years)**

**SIGNED and Dated: 10/05/2017**

**Helen Blackman (Director of Children's Social Care)**

**SIGNED and Dated: 03/05/2017**