

DELEGATED POWERS REPORT NO.

1676

SUBJECT: The review and re-grading of the Play Manager post

Control sheet

All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to Governance Service for publishing

All reports		
1. Governance Services receive draft report	Name of GSO Date	Jeremy Williams
2. Governance Services cleared draft report as being constitutionally appropriate	Name of GSO Date	Jeremy Williams
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Kerry-Anne Smith 4/4/2012
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Rena Abraham 7/3/2012
5. Trade Union response received (Staffing issues only)	Name of TU rep. Date	N/A
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Margaret Martinus 24/2/2012
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 22/2/2012
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Andrew Nathan 22/2/2012
9. The above process has been checked and verified by Director, Head of Service or Deputy (<i>report author to complete</i>)	Name Date	Robert McCulloch-Graham 24/4/2012
10. Signed & dated report, <u>scanned or hard copy</u> received by Governance Services for publishing	Name of GSO Date	Jeremy Williams 03/05/2012
11. Report published by Governance Services to website	Name of GSO Date	Maria Lugangira 22/05/2012
Officer reports:		
12. Head of Service informed report is published and can be implemented.	Name of GSO Date	Maria Lugangira 22/05/2012
Cabinet Member reports:		
13. Expiry of call-in period	Date	N/A
14. Report circulated for call-in purposes to BMOSC members & copied to Cabinet & Head of Service	Name of GSO Date	

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)

Subject **The review and re-grading of the Play Manager post**

Officer taking decision Director of Children’s Service

Date of decision 24 April 2012

Summary This report seeks authorisation to review, re-grade and re-title of the Play Manager/Commissioner post to Play Co-ordinator grade 37 to 40 and to review of the hours and the roles of the Greentop Centre.

Officer Contributors Eileen Eyton Children’s Service Play Manager

Status (public or exempt) Public

Wards affected All

Enclosures None

Contact for further information: Eileen Eyton Play Manager Children’s Service
020 8359 5490

Serial No.1676

1. RELEVANT PREVIOUS DECISIONS

- 1.1 The GFC report, on 3 Nov 2011 identified potential redundancies as a consequence of budget reductions. The post of 'Play Manager' was within scope.

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 'Better Services for Less Money' is a Corporate Priority in the Corporate Plan 2011 – 2013. In order to 'manage resources and assets effectively and sustainably across the public sector in Barnet' (Strategic Objective) it is necessary to seek to make savings in all areas of the service. It is possible to return a saving based on the following proposal to change the role of 'Play Manager/Commissioner' to 'Play Coordinator' and the review and roles of the Greentop Centre staffing.

3. RISK MANAGEMENT ISSUES

- 3.1 The loss of the 'Play Manager' post will be monitored as a risk to service delivery, but it is not anticipated that any negative implications will be felt by service users as the new 'Play Coordinator' role will carry out similar functions, any others will be taken on by existing team members. The proposed restructure of the Greentop Centre will not affect the service families receive.

4. EQUALITIES AND DIVERSITIES ISSUES

- 4.1 The outset Equalities Impact Assessment in the 3 November 2011 General Function Committee report sets out the 'at risk group' for Information System. This Group reflects those employees who are employed within that areas where the budgets saving are being proposed. At mid consultation and end of consultation there had been no change in the 'at risk group' and no equality impacts had been identified through the collective or local consultation process.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 Financial – The proposed change will be covered by the base budget of the Play Team this change will have decrease the required budget for this post.
- 5.2 Staffing – It is proposed to re-grade and re-title the Play Manager/Commissioner Post (Post no. 50028553) Grade 38 to 41 to Play Co-ordinator which has been evaluated at Grade 37 – 40, maintaining current personnel.
- 5.3 ICT & Property Implications – There are no ICT or Property implications to this proposal.

6. LEGAL ISSUES

- 6.1 The legal standards 'Statutory Framework for the Early Years Foundation Stage' required by Ofsted will have to be maintained in light of this change. It is not expected that this will be problematic

7. CONSTITUTIONAL POWERS

- 7.1 The Council constitution in Part 3, Responsibility for Functions, paragraph 6.1 states that Chief Officers can take decisions in all areas where they have managerial or professional authority.
- 7.2 The Council constitution in Part 3, Responsibility for Functions, paragraph 6.2 states that Chief Officers can discharge their functions including engaging and deploying staff.

8. BACKGROUND INFORMATION

- 8.1 Post at risk of redundancy – proposed to downgrade the current ‘Play Manager/Commissioner’ post to ‘Play Coordinator’ in light of budget reduction. This will entail a change from Grade 38 to 41 to Play Co-ordinator which has been evaluated at Grade 37 – 40.
- 8.2 To attempt to minimise the number of redundancies the council, through its Managing Organisational Change Policy has a wide definition of assimilation and this, together with the rigorous redeployment process, ensures that the maximum number of employees are redeployed into suitable alternative roles.
- 8.3 It is proposed that this change should take place by the end of the current financial year in order to make the savings in the financial year 2012-13. No further staffing changes are currently proposed to this team.
- 8.4 The Greentop Centre is a Council owned building in Grahame Park, in an area of high deprivation, which provides after school care for children aged 5 – 11 years old during term time from 3.30 – 6pm and school holidays from 9 – 4pm. The centre is registered with Ofsted to provide out of school care for up to 47 under 8’s.
- Current staffing costs 2011/12 are £111,740. This is below current budgetary provision of £183,060 this will return £71,320 as budget saving and the same in 2012/13 financial year. The legal Ofsted statutory requirement is that there should be a Manager and a named Deputy Manager employed to operate the club. It would be acceptable for a Play Co-ordinator and Deputy Playleader to take responsibility for the day to day leadership at the Greentop Centre this would cover the legal requirement imposed by Ofsted. The more strategic elements will be covered by the play co-ordinator. These proposed and indicative grades are set out in the table in Appendix 1 (option 1). Based on these indicative grades this option 1 will returns £71,320 as full year budget savings
- The playworkers post is already in the establishment and the total hours are currently covered by six ‘as and when’ staff working between 8 – 12.5 hours per week during term time and 36 hours during summer holidays.

9. LIST OF BACKGROUND PAPERS

- 9.1 3 November 2011 GFC report
- 9.2 Managing Organisational Change Policy
- 9.3 Statutory Framework for the Early Years Foundation Stage'
- 9.4 DPR 1191

10. OFFICER'S DECISION

I authorise the following action

- 10.1** To review, re-grade and re-title of the Play Manager/Commissioner post to Play Co-ordinator grade 37 to 40

Signed



Robert McCulloch-Graham – Director of Children's

Date

24/4/2012

Appendix 1

New Structure Costing

Option 1 – Change of Roles and review of Hours

Title	Pay Scale	Basic Salary	Actual Salary Inc On Costs	Term Time Hrs After School Club	Actual Salary Inc On Costs for term time	Holiday Hrs Summer Holidays	Actual Salary Inc On Costs for summer holidays	Grand Total cost Inc On Costs for term time and holidays
Play Co-ordinator	41	£36,305	£48,196	36hrs x 52wks				£48,200
Deputy Playleader	25	£23,277	£30,621	25hrs x 39wks	£15,950	36hrs x 4wks	£2,360	£18,310
1 x Playworker	14	£17,484	£22,806	12.5hrs x 39wks	£5,940	36hrs x 4wks	£1750	£7,690
1 x Playworker	14	£17,484	£22,806	12.5hrs x 39wks	£5,940	36hrs x 4wks	£1750	£7,690
1 x Playworker	14	£17,484	£22,806	12.5hrs x 39wks	£5,940	36hrs x 4wks	£1750	£7,690
1 x Playworker	14	£17,484	£22,806	10hrs x 39wks	£4,750	36hrs x 4wks	£1750	£6,500
1 x Playworker	14	£17,484	£22,806	8hrs x 39wks	£3,800	36hrs x 4wks	£1750	£5,550
1 x Playworker	14	£17,484	£22,806	8hrs x 39wks	£3,800	36hrs x 4wks	£1750	£5,550
Admin	21	£20,877	£28,637	6hrs x 52wks	£4,560			£4,560
								£111,740

Based on Actual Salary Budget for 2011/12 £183,060 budget saving of £71,320

Appendix 2

Changes to Existing Posts

Changes to existing posts

Post number	Existing Job Title	Hours / TT	Grade	Filled / vacant	New Job Title	New grade
50028553	Play Manager	36hrs	Scp 38 - 41	Filled	Play Co-ordinator	Scp 37 - 40