

DELEGATED POWERS REPORT NO.

1721

SUBJECT: People Changes for the Children's Directorate

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 the Governance Service for publishing

All reports		
1. Governance Service receive draft report	Name of GSO Date	Andrew Charlwood 17.08.12
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Andrew Charlwood 17.08.12
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Kerry-Anne Smith 15.08.12
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Cynthia Scott-Carnegie 15.08.12
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	Lesley Meeks 02.07.12
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Philippa Larbi 23.08.12
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 14.08.12
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Andrew Nathan 14.08.12
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	Kate Kennally 23.08.12
10. Signed & dated report, scanned or hard copy received by Governance Service for publishing	Name of GSO Date	John Murphy 24.08.2012
11. Report published by Governance Service to website	Name of GSO Date	John Murphy 24.08.2012
12. Head of Service informed report is published	Name of GSO Date	John Murphy 24.08.2012
13. Expiry of call-in period	Date	N/A
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO	N/A

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)

Subject	People Changes for Children's Directorate
Officer taking decision	Director of Adult Social Care and Interim Director of Children's Services
Date of decision	13 August 2012
Summary	This report approves people changes within the Children's Services Directorate.
Officer Contributors	Linda Burbidge, Finance & Business Support Manager Rena Abraham, HR Business Partner Anisa Darr, Finance Manager, Financial Services (Children's & Adults), Deputy Chief Executive's Service
Status (public or exempt)	Public
Wards affected	None
Enclosures	None
Power being exercised	Council Constitution in Part 3, Responsibility for Functions, paragraphs 6.2 and 6.3

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1. RELEVANT PREVIOUS DECISION

- 1.1 Cabinet Budget Planning 2012/13 – 2014/15, 3 November 2011 and the General Functions Committee Report, 3 November 2011 setting out the people implications of the budget headlines for 2012/13.

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 The Corporate Plan sets the vision of Better Services with Less Money and outlines a more efficient organisation that makes best use of people and resources.
- 2.2 The changes set out in this report will ensure that the Children's Services Directorate is appropriately resourced and its establishment is managed to optimise effectiveness and efficiency.

3. RISK MANAGEMENT ISSUES

- 3.1 The maintenance of a current and up to date establishment list for Children's Directorate is vital to ensure that:
- recruitment only takes place to posts which are correctly established and funded
 - that people performance data extracted from SAP is accurate and
 - the Council has a clear picture of its people resource.

4. EQUALITIES AND DIVERSITY ISSUES

- 4.1 The Equality Act 2010 requires public bodies and all other organisations exercising public functions on its behalf to have due regard to the need to: a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; b) advance equality of opportunity between those with a protected characteristic and those without; and c) promote good relations between those with a protected characteristic and those without.
- 4.2 A consultation process about the budget proposals was undertaken in line with the Council's Managing Organisational Change Policy.
- 4.3 The roles created and amended have been described and evaluated within normal HR practice and affected employees have been consulted about the roles created, amended and deleted within the To Be structure.

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

Finance

- 5.1 The tables below with changes to the structure ensure the Children's service staffing structure is correctly reflected in the finance data , HR data and the data held by the Service. Overall the cost of the amendments to posts will be met within the existing agreed budgets. Finance data is updated monthly and

tracked as part of the budget monitoring process. Budget holders are responsible for informing HR and finance of any changes.

Staffing

- 5.2 The affected posts, shown by team, set out in the tables below identify the change that is required.

5.3 Social Care ICS Team

Job Title	Change of Post No.		Change of FTE	
	From	To	From	To
Data/IT Support Officer	50025313	50104687		
Data Support Assistants	50104688	50104689		
Data Support Assistants	50104689	50104688	0.00	1.00

5.4 Central Resources Team

Job Title	Post No	Change of FTE		Change of Post Status	
		From	To	From	To
Central Support Officer	50025286	0.81	1.00	Filled	Vacant
Duty Support Officer	50025300	0.00	0.5		
Duty Support Officer	50025302	1.00	0.5		
Panel Administrator	50025284	0.89	1.00		
Central Support Assistant	50025301	0.83	1.00	Filled	Vacant

Job Title	Change of Post Number	
	From	To
Social Care Team Administrator	Unassigned	50025080

Posts to be deleted	
Job Title	Action
Receptionist 34-36, Woodhouse Road ARRT	DELETE

5.5 Referrals & Assessment Team 1

Job Title	Post No	Action
Social Work Assistant	50064462	DELETE
Domestic Violence Worker	50081137	1.Change title to Social Work Assistant (DV) 2. Cost to 11302

5.6 Referrals & Assessment Team 2

		Change to FTE		
Job Title	Post No	From	To	Action
Team Manager	50024952	0.00	0.5	
Princ Practitioner – Social Worker	50024953	0.75	1.00	Change post to Social Worker
Senior Practitioner – Social Worker	50050589	1.00	0.6	

		Change to Post Status	
Job Title	Post No	From	To
Social Work Assistant	50082666	Filled	Vacant

		Change to Cost Code	
Job Title	Post No	From	To
Trainee Social Worker	50064463	11130	11068

	Change of Job Title	
Post No	From	To
50024956	Princ Practitioner – Social Worker	Social Worker

5.7 Referrals & Assessment Team 3

		Change of Cost Code	
Job Title	Post No	From	To
Graduate Trainee Social Worker	50106164	11131	Cost to 11068
Domestic Violence Worker	50097146	11131	2. Code to 11302

	Change of Title	
Post No.	From	To
50097146	Domestic Violence Worker	Social Work Assistant (DV)

5.8 Adolescent Resource Team

		Change of Cost Code	
Job Title	Post No	From	To
Graduate Trainee Social Worker	50025081	10579	11068

5.9 Family Resources Team

		Change of FTE	
Job Title	Post No	From	To
Princ Practitioner – Social Worker	50089971	1.00	0.5
Princ Practitioner – Social Worker	50089971	0.00	0.5
Senior Practitioner – Social Worker	50025044	NO CHANGE	
Senior Practitioner – Social Worker	50050587	0.00	1.00

Change of Org Title	
From	To
Family Resources Team	Family Assessment & Support Team

5.10 Hospital Social Work Team

Posts to be deleted			
Job Title	Post No	Post Status	Action
Social Work Assistant			DELETE
Social Work Assistant			DELETE
Secretary	50108204	Vacant	DELETE

		Change of FTE	
Job Title	Post No	From	To
Secretary	50103342	1.00	0.63

5.11 Children in Care Social Work Team 1

Change in Location		
Job Title	Post No	Action
Social Worker	50025106	Move to Children in Care team 3
Graduate Trainee Social Worker	50088657	Post is already in workforce development team. Please remove from this team

Post to be created		
Job Title	FTE	SCP range
Social Worker Assistant	0.61	29-32

5.12 Children in Care Social Work Team 2

Change in Location		
Job Title	Post No	Action
Senior Practitioner – Social Worker	50090462	Move to Children in Care Team 4
Graduate Trainee Social Worker	50050593	Post is in Adoption Team, please remove from this team

5.13 Children in Care Social Work Team 3

		Change in FTE		
Job Title	Post No	From	To	Post Status
Team Manager	50025111	0.81	1.00	
Princ Practitioner – Social Worker	50090989	0.82	1.00	
Social Worker	50025112	0.00	0.5	VACANCY

		Change in Cost Code	
Job Title	Post No	From	To
Graduate Trainee Social Worker	50064461	11127	11068

5.14 Children in Care Social Work Team 4

Job Title	Post No	Action
Social Worker	50025116	Move to Children in Care Team 2
Social Worker	50104530	DELETE

		Change in Cost Code	
Job Title	Post No	From	To
Graduate Trainee Social Worker	50106166	11128	11068

5.15 Children in Need Team 1

		Change in FTE	
Job Title	Post No	From	To
Social Worker	50024975	0.81	0.8
Social Worker	50024974	1.00	0.8
Family Support Worker	50025054	0	0.5
Family Support Worker	50025054	1.00	0.5

5.16 Children in Need Team 2

Job Title	Post No	Post Status	Action
Social Worker	50024984	Filled	Change to SW Assistant
Graduate Trainee Social Worker	50088658		Post is in Workforce Development team, please remove from this team

5.17 Children in Need Team 3

		Change in Cost Code	
Job Title	Post No	From	To
Graduate Trainee Social Worker	50106165	11134	11068

5.18 Children in Need Team 4

	Change in Post No.		
Job Title	From	To	Post Status
Social Work Assistant	50050588	50025197	Vacant

Posts to be deleted		
Job Title	Post No	Action
Social Worker	50050588	DELETE

5.19 Children in Need Team 5

	Change in Post No.	
Job Title	From	To
Social Worker	50095849	50111672

Job Title	Post No.	Action
Graduate Trainee Social Worker	50088659	Post is in Workforce Development Team, please remove from this team
Family Support Worker (DC)	50025057	Change title to Senior Family Support Worker (DC)

5.20 New Park House

		Change in FTE	
Job Title	Post No	From	To
Deputy Manager	50025164	0.83	1.00
RSW	50025169	0	1.00
Ccok/House Keeper	50025168	0	1.00
Domestic Assistant	50025180	1.00	0.83

	Change of Post No.	
Job Title	From	To
RSW Waking Night	50025178	50098254

5.21 68a Meadow Close

Change of Title		
Job Title	Post No	Action
Team Manager	50025148	Change post title to Manager

Posts to be created		
Job Title	FTE	Action
RSW Waking Night	1.00	CREATE POST
RSW	0.5	CREATE POST

Change of Title		
Job Title	Post No	Action
Team Administrator	50025162	CHANGE TITLE TO RESIDENTIAL SETTING SUPPORT OFFICER

		Change of FTE	
Job Title	Post No	From	To
Domestic Assistant	50025160	1.00	0.89

5.22 Fostering Support

			Change to FTE	
Org Unit	Job Title	Post No	FTE	Action
Fostering Support	Princ Practitioner – Social Worker	50025195	1.00	EITHER CHANGE FTE OF POST OR SHOW 0.11 VACANT
Fostering Support	Princ Practitioner – Social Worker	50025186	1.00	EITHER CHANGE FTE OF POST OR SHOW 0.11 VACANT
Fostering Support	Senior Practitioner – Social Worker	50025187	1.00	EITHER CHANGE FTE OF POST OR SHOW 0.14 VACANT
Fostering Support	Senior Practitioner – Social Worker	50052791	1.00	EITHER CHANGE FTE OF POST OR SHOW 0.2 AS A VACANY

5.23 Kinship & Permanence

		Change of FTE		
Job Title	Post No	From	To	Post Status
Princ Practitioner – Social Worker	50025354	0.5	0.11	Vacant

		Change of Cost Code	
Job Title	Post No	From	To
Graduate Trainee Social Worker	50050591	10545	11068

Posts to be deleted			
Job Title	Post No	Post Status	Action
Graduate Trainee Social Worker	50099429	Not assigned	DELETE
Fostering Outreach Worker /Social Work Asst	50025215		Change title to Social Work Assistant

Change of Title		
Job Title	Post No	Action
Fostering Outreach Worker /Social Work Asst	50025215	Change title to Social Work Assistant

5.24 Adoption Team

		Change of FTE		
Job Title	Post No	From	To	Action
Deputy Adoption Team Manager	50025202	0.89	1.00	NEED TO EITHER CHANGE TO 1.00 FTE OR SHOW 0.11 VACANCY
Princ Practitioner – Social Worker	50025205	0.89	1.00	
Princ Practitioner – Social Worker	50025200	0.89	1.00	
Princ Practitioner – Social Worker	50025203	0.89	1.00	
Princ Practitioner – Social Worker	50076011	0.89	1.00	EITHER CHANGE FTE TO 1.00 OR CREATE 0.11 VACANCY

Posts to be deleted				
Job Title	Post No	To	Post Status	Action
Princ Practitioner –Social Worker	50025205	0.11	VACANT	DELETE
Princ Practitioner –Social Worker	50025200	0.11	VACANT	DELETE
Princ Practitioner –Social Worker	50025203	0.11	VACANT	DELETE

Change to Cost Code			
Job Title	Post No	From	To
Trainee Social Worker	50050593	10557	11068

5.25 Leaving Care Team

Job Title	Change to Post No.		Change of FTE	
	From	To	From	To
Team Manager	50099851	50025127		
Deputy Leaving Care Manager	50025136	50099820	0.83	1.00
Deputy Leaving Care Manager	50099820	50099851		

Job Title	Post No	Change to FTE		Post Status
		From	To	
Deputy Leaving Care Manager	50025136	0	0.5	
Social Worker	50025330	0	1.00	VACANT
Leaving Care Worker	50025128	0	1.00	VACANT
Leaving Care Worker	50025143	0	1.00	VACANT
Leaving Care Worker	50025130	0.89	1.00	
Support Worker	50025348	0	1.00	

Posts to be deleted				
Job Title	Post No	FTE	Post Status	Action
Social Worker	50025130			DELETE
Social Worker	50025133			DELETE
Social Worker	50025134			DELETE
Right to be Cared for Post - LCW				DELETE
Support Worker		1.00	VACANT	CREATE
Participation and Implementation Officer	50025144		VACANT	DELETE
Temporary Support Worker – As & When	50091948	1.00		
Care Leavers Engagement Worker	50025144		VACANT	DELETE

Posts to be created		
Job Title	FTE	Action
Support Worker	1.00	CREATE

5.26 Family Resource Centre

Change of Title		
Job Title	Post No	Action
Deputy Manager	50111297	CHANGE TITLE TO DEPUTY MANAGER
Administrator	50025063	Change title to Team Assistant

		Change of FTE		
Job Title	Post No	From	To	Post Status
Contact Supervisor	50082781	0.5	0.6	
Contact Supervisor	50082781	0	0.4	VACANT
Contact Supervisor	50058158	0.6	0.4	
Contact Supervisor	50058158	0.4	0.6	
Contact Supervisor	50111295	0	1.00	VACANT

Posts to be deleted		
Job Title	Post No	Action
Contact Supervisor	50111296	DELETE
Contact Supervisor	50043510	DELETE
Contact Supervisor	50025338	DELETE (Officer works full-time in post 50025045)

5.27 The Placement Team

Posts to be created			
Job Title	Post No	FTE	Action
Commissioning Team Manager	50025217	0.5	CREATE

Posts to be deleted		
Job Title	Post No	Action
Placements Officer	50025225	DELETE (Officer is a SW assistant post no:- 50064462 Ref & Assessment Team 1)
Placements Officer	50025220	DELETE

Change of FTE			
Job Title	Post No	From	To
Placements Officer	50025220	0.5	1.00

5.28 Corporate Parenting

Change of FTE			
Job Title	Post No	From	To
LAC Advisory Teacher	50025246	0.76	1.00
Projects Officer	50102866	1.00	0.5

Posts to be deleted			
Job Title	Post No	Post Status	Action
Team Administrator	50025321	VACANT	DELETE

5.29 CAMHS Social Work Team

Change of FTE			
Job Title	Post No	From	To
Princ Practitioner – Social Worker	50025030	0	1.00

5.30 Hospital & Home Tuition Team

		Change of FTE	
Job Title	Post No	From	To
Teacher	50007265	0.46	0.6
MOT Teacher	50018179	0.76	0.4
Teacher	50018179	0.31	0.2
MOT Teacher	50007232	0.76	1.00
MOT Teacher	50007252	0.76	1.00
MOT Teacher	50007282	0.76	1.00
MOT Teacher	50007180	0.76	1.00
MOT Teacher	50007243	0.76	1.00
MOT Teacher	50007266	0.76	1.00

5.31 Special Educational Needs Co-ordinator (SENCO)

		Change of FTE	
Job Title	Post No	From	To
Team Support Assistant	50016747	0.8	0.5
Teacher	50007162	0	0.8
Teacher	50007181	0	0.6
Teacher	50007233	0	0.8
Teacher	50007254	0	0.8
Teacher	50007258	0.39	0.51

5.32 Northgate

		Change of FTE	
Job Title	Post No	From	To
Headteacher	50007277	0.76	1.00
Asst Head Teacher	50078155	0.76	1.00
Senior Teacher	50007209	0.54	0.7
Senior Teacher	50007242	0.76	1.00
Teacher	50007147	0.17	0.2
Teacher	50007247	0.76	1.00

Posts to be deleted		
Job Title	Post No	Action
Senior Teacher	50105933	DELETE

Posts to be created		
Job Title	FTE	Action
Teaching Assistant L3	1.00	CREATE

5.33 The Pavillion

Job Title	Post No	Change of FTE	
		From	To
Head Teacher	50007158	0.76	1.00
Deputy Head Teacher	50007273	0.76	1.00
Teacher	50007263	0.76	1.00
Teacher (Turning Point)	50007274	0.76	1.00
Teacher	50060564	0.76	1.00
Teacher	50007231	0.76	1.00
Teacher of D&T	50053241	0.76	1.00
Teacher	50007246	0.76	1.00
Teacher	50007264	0.76	1.00
Teacher	50007248	0.76	1.00
Senior Teacher	50007159	0.61	0.8
Teacher	50103329	0.53	0.2
Senior Teacher	50007203	0.76	1.00
Teacher	50076628	0.76	1.00
Teacher (Turning Point)	50040714	0	1.00
Asst Headteacher (Turning Point)	50060564	0.76	1.00
Teacher	50007219	0.76	1.00
Teacher	50007170	0.53	0
Teacher	50103329	0.53	0

Posts to be created		
Job Title	FTE	Action
Learning Mentor	1.00	CREATE

5.34 Music Service

Job Title	Post No	Change of FTE		Action
		From	To	
Head of Music	50007177	0.76	1.00	
Head of Music Curriculum	50007196	0.61	0.8	
Head of Modern Music		0.76	1.00	
Deputy Head of Music	50007208	0.65	0.8	
Deputy Head of Music	50007206	0.58	0.8	
A Level Music Co-ordinator	50007256	0.76	1.00	
Music Teacher	50089090	0.07	1.00	
Business Support	50028228	1.00	0.2	CHANGE TITLE TO FINANCE CO-ORDINATOR
Admin & Database Asst	50028223	0.78	1.00	

5.35 Attendance at School

Job Title	Post No	Change of FTE	
		From	To
Head of Access to School	50028138	1.00	0.5
Education Welfare Officer - TTO	50028504	1.00	0.8
Education Welfare Officer - TTO	50028536	1.00	0.83

Posts to be created			
Job Title	Post No	FTE	Action
Traded EWO Service	50028536	0.7	CREATE

5.36 Admissions to Schools

Change to FTE:-

Job Title	Post No	Change to FTE	
		From	To
Head of Access to School	50028138	1.00	0.5

5.37 Business Support

Post to be deleted		
Job Title	Post No	Action
Business Support Officer	50028531	DELETE

5.38 Learning Network Inspectors

Change of Location		
Job Title	FTE	Action
Standing Advisory Council for Religious Education (SACRE)	0.15	MOVE TO SECONDARY WORKFORCE

Change of FTE			
Job Title	Post No	From	To
Business support (Finance)	50028228	1.00	0.5

5.39 Excellence in Clusters (EIC)

Change of FTE		
Job Title	From	To
Manager	0	0.5

5.40 14-19 Team

Change of Location		
Job Title	Post No	Action
14 – 16 Partnership Adviser	50101823	MOVE TO SECONDARY WORKFORCE

Posts to be created		
Org Unit	Job Title	Action
14-19 Team	Casual Worker	CREATE
14-19 Team	Casual Worker	CREATE

Posts to be deleted		
Org Unit	Job Title	Employee
14-19 Team	Casual Worker	DELETE

			Change to FTE	
Org Unit	Job Title	Post No	From	To
14-19 Team	Support Officer (14-19)	50094417	0.83	0.8

5.41 Early Years Standards

Posts to be created			
Job Title	FTE	Post Status	Action
Early Years Quality Development Advisor	0.5	VACANT	CREATE – NEEDS TO BE COSTED TO 10263 BUT SIT UNDER POST 50028621 IN THIS TEAM FOR LINE MANAGEMENT

		Change to FTE	
Job Title	Post No	From	To
Advisory Teacher	50007237	0.31	0.4
Advisory Teacher	50007236	0.31	0.4
Advisory Teacher	50007249	0.31	0.4
Advisory Teacher	50007235	0.31	0.4
Advisory Teacher	50007238	0.15	0.4

5.42 Narrowing the Gap

			Change of FTE	
Org Unit	Job Title	Post No	From	To
Narrowing the Gap	Business Support Officer	50007155	0.78	0.8

5.43 School Improvement

Change of FTE

		Change of FTE	
Job Title	Post No	From	To
Business Support	500282244	0	1.00
Early Years Advisory Teacher	50094532	0.6	1.00

5.44 Governor Services

			Change of FTE	
Org Unit	Job Title	Post No	From	To
Governor Clerking (TS)	Clerk	50028241	0	0.78

Posts to be deleted		
Job Title	Post No	Action
Clerk	50028237	DELETE

5.45 Foreign Language Assistants

		Change of FTE	
Job Title	Post No	From	To
Foreign Language Assistants	50041875	0.42	0
Foreign Language Assistants	50041871	0.33	0
Foreign Language Assistants	50041872	0.33	0
Foreign Language Assistants	50041873	0.33	0
Foreign Language Assistants	50041874	0.33	0
Foreign Language Assistants	50041876	0.33	0
Foreign Language Assistants	50005716	0.33	0
Foreign Language Assistants	50041917	0.33	0
Foreign Language Assistants	50041884	0.33	0
Foreign Language Assistants	50041877	0.33	0
Foreign Language Assistants	50041883	0.44	0
Foreign Language Assistants	50041885	0.33	0
Foreign Language Assistants	50041879	0.33	0
Foreign Language Assistants	50068711	0.42	0
Foreign Language Assistants	50078618	0.33	0

5.46 Early Years Services

		Change of FTE	
Job Title	Post No	From	To
Welfare Rights Advisor (Sure Start – CC's)	50024911	0	1.00

Change of Title	
Job Title	Action
Children's Centre Officer	CHANGE TITLE TO EARLY YEARS PROJECT OFFICER

5.47 Newstead

Job Title	Post No	Change to FTE		Comment
		From	To	
Children's Centre Teacher	50075646	0.76	1.00	
Team Administrator	50087059	0.61	0.62	
Cook	50028378	0.83	0.69	
General Assistant	50007268	0.69	0.7	
Assistant Children's Centre Worker	50028379	1.00	0	FUNDED FROM ANOTHER BUDGET

Posts to be deleted		
Job Title	Post No	Action
Domestic Assistant	50007268	DELETE

Change of Title		
Job Title	Post No	Action
Community Development Worker	50102228	CHANGE TITLE TO COMMUNITY DEVELOPMENT OFFICER

5.48 Wingfield

Job Title	Post No	Change to FTE		Comment
		From	To	
Children's Centre Teacher	50054040	0.76	1.00	
Children's Centre Worker L3	50028445	1.00	0.83	
Children's Centre Worker L3	50028444	1.00	0.83	
Children's Centre Worker L3	50086672	1.00	0.83	
Children's Centre Worker L2	50028441	1.00	0.83	
Children's Centre Worker L3	50028448	0	0.46 (20 HRS TTO)	
Administrator	50028449	0.69	0.58 25 HRS TTO	
Cook	50028450	1.00	0.83	
Children Centre Assistant working to gain L2	50028447	1.00	0	NOT FUNDED BY STAFFING ESTABLISHMENT

5.49 Multi Agency/Domestic Violence Team

Change of Title			
Job Title	Post No	FTE	Action
Domestic Violence Team Manager	50096606	1.00	CHANGE TITLE TO TEAM MANAGER EARLY INTERVENTION
Domestic Violence Worker	50096607	1.00	CHANGE TITLE TO SAFER FAMILIES PROJECT WORKER
Domestic Violence Worker	50097208	1.00	
Domestic Violence Worker	50098559	1.00	
Multi-agency Officer	50049664		CHANGE TITLE TO MULTI-AGENCY SUPPORT PROJECT OFFICER

5.50 Parenting Team

Change of Location		
Job Title	Post No	Action
Family Focus Team Manager	50048204	MOVE WHOLE TEAM TO THE NEW 'TROUBLED FAMILIES UNIT' HEADED BY TROUBLED FAMILIES MANAGER (SEE DETAILS OF POST BELOW)
Senior Family Support Practitioner	50081557	
Family Support Practitioner	50077686	
Family Support Practitioner	50016883	
Family Support Practitioner	50103686	
Family Support Practitioner	50077687	
Specialist Family Support Practitioner	50091813	
Family Support Practitioner	50077688	
Senior Family Support Practitioner	50081556	
EiC Family Support Practitioner	50096468	
EiC Family Support Practitioner	50096469	
EiC Family Support Practitioner	50096467	
EiC Family Support Practitioner	50103685	
Specialist Family Support Practitioner	50091808	
Family Support Practitioner	50103856	
Senior Family Support Practitioner	50103746	
Family Support Practitioner	50103750	
Family Support Practitioner	50103751	
Family Support Practitioner	50103752	
Family Support Practitioner	50103753	
Family Support Practitioner	50103754	
Family Support Practitioner	50103755	
Senior Family Support Practitioner	50103747	
Family Support Practitioner	50103761	
Family Support Practitioner	50103757	
Family Support Practitioner	50103758	
Family Support Practitioner	50103759	
Family Support Practitioner	50103760	
Family Support Practitioner	50103762	
Family Focus Project Officer	50098470	

5.51 Multi Agency Risk Assessment Conference Co-ordinator/Domestic Violence (MARAC/DV)

Posts to be deleted		
Job Title	Post No	Action
MARAC	50102231	DELETE

5.52 Business Support

Change of Title				
Job Title	Post No	FTE	Post Status	Action
Business Officer	50097927	1.00		CHANGE TITLE TO BUSINESS PROJECT OFFICER
Business Support Officer	50111688	1.00	VACANT	CHANGE TITLE TO BUSINESS PROJECT OFFICER

		Change of FTE	
Job Title	Post No	From	To
Brokerage Post	50097924	0.6	1.00

5.53 Voice of the Child & Barnet Youth Board

Posts to be deleted	
Job Title	Action
Youth Board Support	DELETE

5.54 Youth Support Services Management

Posts to be deleted	
Job Title	Action
Partnership Co Ordinator Voluntary Sector Lead	DELETE

		Change to FTE		
Job Title	Post No	From	To	Post Status
Business Support Worker	50025279	0	1.00	MATERNITY COVER

Change to Title		
Job Title	Post No	Action
Divisional Manager – Services for Young People	50028140	CHANGE TITLE TO DIVISIONAL MANAGER YOUTH SUPPORT SERVICES

5.55 Targeted Youth Support (West/Central)

		Change to FTE		
Job Title	Post No	From	To	Post Status
Team Leader	50051290	0	0.5	VACANT
Team Leader	50051290	1.00	0.5	
Targeted Youth Worker	50028537	0.8	1.00	

Posts to be deleted			
Job Title	Post No	FTE	Action
Targeted Youth Worker	50091005	0.5	DELETE

5.56 Play Service & Greentops

	Change to Title		Change to FTE	
Job Title	Post No	Action	From	To
Play Manager/Commissioner	50028553	CHANGE TITLE TO PLAY CO-ORDINATOR ON SCP 37 – 40 W.E.F 1 ST APRIL 2012		
Team Admin	50028362	CHANGE TITLE TO ADMINISTRATOR	0.5	0.17

		Change to FTE	
Job Title	Post No	From	To
Deputy Playleader	50028359	1.00	0.6
Playworker	50101335	1.00	0.28

Posts to be created			
Job Title	Post No	FTE	Action
Playworker		0.34	CREATE
Playworker	50028361	0.34	CREATE
Playworker	50028361	0.24	CREATE
Playworker	50028555	0.34	CREATE
Playworker		0.24	CREATE

Posts to be deleted		
Job Title	Post No	Action
Support Worker		DELETE
Admin Asst		DELETE
Commissioning Support Officer	50028555	DELETE

5.57 Youth Offending Service

Change to Post Status			
Job Title	Post No	Post Status	Action
Youth Offending Manager - Enforcement	50080959	VACANCY	MOVE POSTHOLDER INTO TROUBLED FAMILIES MANAGER POSITION

Posts to be created		
Job Title	FTE	Action
Troubled Families Manager	1.00	CREATE (REPORTING TO, DEPUTY DIRECTOR, CHILDRENS SCALE RANGE HAY BROADBAND 4 209 – 212 MANGAGING TROUBLED FAMILIES UNIT)

Change to Location		
Job Title	Post No	Action
ISS Sessional Workers	50104403	SEPARATE BUDGET MOVE TO SECONDARY WORKFORCE
ISS Sessional Workers	50104976	
ISS Sessional Workers	50106540	

Change to FTE				
Job Title	Post No	From	To	Post Status
YOS Officer	50050250	0	1.00	Filled by Seconded

Change to Title		
Job Title	Post No	Action
YOS Officer	50050250	CHANGE TITLE TO Parenting Officer P/T

5.58 Targeted Youth Support (East/South)

Change to FTE			
Job Title	Post No	From	To
Targeted Youth Worker	50070122	0.42	0.4

5.59 Sports Development

Posts to be deleted			
Org Unit	Job Title	Post No	Action
Sports Development	Physical Activity Participation Officer	50080840	DELETE

5.60 Family Intervention Programme

Change to Location			
Job Title	Post No	Post Status	Action
Senior FIP Officer	50108681		MOVE TO TROUBLED FAMILIES UNIT
Family Intervention Worker	50092542		MOVE TO TROUBLED FAMILIES UNIT
Family Intervention Worker	50092541		MOVE TO TROUBLED FAMILIES UNIT
Family Intervention Worker	50107881	EMPLOYED BY BARNET HOMES	MOVE TO TROUBLED FAMILIES UNIT

Job Title	Post No	Change to FTE		Change to Location
		From	To	Action
Senior FI Officer	50107878	0	1.00	MOVE TO TROUBLED FAMILIES UNIT
Family Intervention Worker	50107884	0	1.00	MOVE TO TROUBLED FAMILIES UNIT
Family Intervention Worker	50107879	0	1.00	MOVE TO TROUBLED FAMILIES UNIT
Family Intervention Worker	50107880	0	1.00	MOVE TO TROUBLED FAMILIES UNIT
Family Intervention Worker	50107882	0	1.00	MOVE TO TROUBLED FAMILIES UNIT
Family Intervention Worker	50107881	0	1.00	MOVE TO TROUBLED FAMILIES UNIT

Posts to be created			
Job Title	Post No	FTE	Action
Family Intervention Worker	50107882	1.00	1. CREATE. 2. LOCATE IN TROUBLED FAMILIES UNIT
Family Intervention Worker	Agency	1.00	1. CREATE. 2. LOCATE IN TROUBLED FAMILIES UNIT

5.61 Safeguarding Management Team

Job Title	Post No	Change to FTE	
		From	To
Conference Administrator	50049129	0	0.5
Conference Administrator	50104728	1.00	0.5
Conference Administrator	50081652	1.00	0.83
Team Administrator	50025320	0.56	0.6

Posts to be created		
Job Title	FTE	Action
Conference Administrator	1.00	CREATE

5.62 Disabled Children's Team

		Change to FTE	
Job Title	Post No	From	To
SW Support Assistant	50025296	0.75	0.5

Posts to be deleted		
Job Title	Post No	Action
Social Worker	50025008	DELETE

5.63 Paediatric Occupational Therapist's

			Change to FTE	
Org Unit	Job Title	Post No	From	To
Paediatric OT's	Occupational Therapist	50025085	1.00	0.5

5.64 Special Educational Needs (SEN) Performance Team

		Change to FTE		
Job Title	Post No	From	To	Post Status
Budget Officer	50007194	0.75	1.00	
Tribunal & Complex Needs Panel Officer	50028481	0.67	1.00	VACANCY
Monitoring Officer	50028493	0	0.6	
Monitoring Officer	50028492	0	0.4	

Posts to be deleted		
Job Title	Post No	Action
Monitoring officer	50028493	DELETE
Advocacy & Monitoring Officer	50028486	DELETE
Pupil & Parent Officer	50028488	DELETE

5.65 Autistic Spectrum Conditions (ASC) Team

		Change to FTE		
Job Title	Post No	From	To	Employee
ASC Teacher	50007262	0	0.4	Postholder working on a 0.5 basis so overestablished by 0.1
ASC Teacher	50004275	1.00	0.4	
ASC Teacher		1.00	0.2	
ASC Teacher	50007157	0.46	0.6	
ASC Teacher	50007217	0.76	1.00	

5.66 Sensory Team

Job Title	Post No	Change to FTE	
		From	To
Teacher – Physical Disability	50007207	0.76	1.00
Rehabilitation & Mobility Officer	50045825	1.00	0.4
Sensory Teacher	50007182	0.76	1.00
Sensory Teacher	50007190	0.76	1.00
Sensory Teacher	50007223	0.76	1.00
Sensory Teacher	50007171	0.61	0.8

5.67 Support for Disabled Children

Job Title	Post No	Change to FTE	
		From	To
Divisional Manager Complex Needs	50059260	0.61	0.5
Divisional Manager Complex Needs	50059260	0.39	0.5
Specialist Team Manager	50008153	0.58	0.6

Change to Status			
Job Title	Post No	Employee	Action
Specialist Team Manager	50008153	Covered by Consultant Ian McAllister (10012761)	Change occupied status to 0 as Ian McAllister is self-employed consultant and post shows variance on SAP. Ian McAlister is not paid through the payroll, he is only on because he manages stuff

Posts to be deleted	
Job Title	Action
Data Officer	DELETE

5.68 Barnet Early Autism Model (BEAM)

Job Title	Post No	Change to FTE	
		From	To
Senior Educational Psychologist	50028598	1.00	0.4

Posts to be deleted			
Job Title	Post No	Post Status	Action
Specialist Support Worker	50052302	VACANCY	DELETE

5.69 Educational Psychology Team

Job Title	Post No	Change to FTE		Post Status
		From	To	
Senior Educational Psychologist	50098985	0	0.6	VACANT (Agency maternity cover)
Senior Educational Psychologist	50028615	0	0.6	
Educational Psychologist	50028607	0.42	0.4	
Educational Psychologist	50028604	0.4	1.00	VACANT
Educational Psychologist	50028605	0.69	0.7	
Educational Psychologist	50040680	1.00	0.4	
Inclusive Education Advisory Teacher	50007167	0.76	1.00	
Inclusive Education Advisory Teacher	50007173	0.31	0.6	
Inclusive Education Advisory Teacher	50008154	0.75	0.7	

Posts to be deleted				
Job Title	Post No	FTE	Post Status	Action
Senior Educational Psychologist	50028615		VACANT	DELETE
Educational Psychologist	50046645			DELETE
Educational Psychologist	50028608	0.4	VACANT	DELETE
Locum Educational Psychologist	50094658			DELETE
Inclusive Advisory Teacher	50069817			DELETE

5.70 Parent Partnership Team

Job Title	Post No	Change of FTE	
		From	To
Parent Partnership Co-ordinator	50028522	0.81	1.00
Parent Partnership Case Worker	50028525	0.59	0.6
Parent Partnership Case Worker	50075610	0.39	0.4

5.71 Senior Management Team (Childrens)

Posts to be created		
Job Title	FTE	Action
Director of Adult Social Care & Interim Director of Children's Services	0.5 (ADULTS) 0.5 (CHILDRENS)	CREATE

5.72 Senior Management Team (Adults)

Change to Post Status			
Job Title	Post No	Post Status	Action
Director of Adult Social Care and Health	50100619	VACANCY	Postholder to sit in the newly created Director of Adult Social Care & Interim Director of Children's Services

5.73 Central Finance Team

Change of Title		
Job Title	Post No	Action
Business Support & Contracts Officer	50102568	Change title to Contract Officer

Change of FTE			
Job Title	Post No	From	To
Business Support Officer	50102343	1.00	0.3

5.74 Research & Management Information

Change of FTE				
Job Title	Post No	From	To	Post Status
Data Mgt and Analysis Manager	50028208	0.8	1.00	0.2 VACANT
Research Performance & Data Officer	50028213	0.6	1.00	0.4 VACANT
Records Administrator	50027201	1.00	0.33	

Posts to be deleted		
Job Title	Post No	Action
Project Manager	50078053	DELETE

5.75 Communications & Complaints

Posts to be deleted		
Job Title	Post No	Action
Information Officer	50028153	DELETE

Change to FTE			
Job Title	Post No	From	To
H & S Advisor	50007183	0.39	0.51

5.76 Barnet Schools ICT Support

Change to Location			
Job Title	Post No	Post Status	Action
Electrical Technician	50107718	Not established posts, as and whens	Move to Secondary Workforce
Electrical Technician	50107932		

Posts to be deleted		
Job Title	Post No	Action
Hardware Engineer		DELETE
ICT Senior Officer	50103871	DELETE

Change to FTE				
Job Title	Post No	From	To	Post Status
Hardware Engineer	50028218	1.00	0.83	
ICT Support Engineer	50069992	0	1.00	VACANT
ICT Support Engineer	50050206	1.00	0.83	
ICT Support Engineer		0	1.00	
ICT Support Engineer	50086274	1.00	0.83	

5.77 Children's Workforce Development

Change to Location		
Job Title	Post No	Action
Trainee Social Workers	50088657	1.Change Personnel Subarea from Social Care to CS13 Pol/Perf/Plan 2. Cost to 11068
Trainee Social Workers	50088660	1.Change Personnel Subarea from Social Care to CS13 Pol/Perf/Plan 2. Cost to 11068
Trainee Social Workers	50088659	1.Change Personnel Subarea from Social Care to CS 13 Pol/Perf/Plan 2. Cost to 11068
Trainee Social Workers	50088661	1.Change Personnel Subarea from Social Care to CS13 Pol/Perf/Plan 2. Cost to 11068
Trainee Social Workers	50088658	1.Change Personnel Subarea from Social Care to CS13 Pol/Perf/Plan 2. Cost to 11068

5.78 The Atrium

		Change to FTE	
Job Title	Post No	From	To
Asst Kitchen Manager	50026964	1.00	0.83
Catering Asst	50080221	0.97	1.00
Catering Asst	50026962	0.98	1.00
Catering Asst	50067427	0.97	1.00
Catering Asst	50056463	0.97	0.83

Change to Location			
Job Title	Post No	Post Status	Action
Functions Supervisor	50100529	Not on establishment as and when	Move to Secondary Workforce

5.79 Catering Office

Posts to be deleted		
Job Title	Post No	Action
Kitchen Manager	50098697	DELETE

		Change to FTE	
Job Title	Post No	From	To
Catering Assistant	50098859	0.36	0.71
Catering Assistant	50086859	0.78	1.00

There are no other resource implications.

6. LEGAL ISSUES

- 6.1 The law places a burden on an employer to effect organisational restructures fairly. In so doing, it requires that such proposals are subject to consultation with staff and with recognised trade unions for the requisite periods, that the procedures applied for the selection for redundancy where applicable are objective, reasonable, fair and free of discrimination, and that employers make all reasonable effort to locate suitable alternative employment for those employees selected for redundancy.
- 6.2 Variations to terms and conditions of employment, even when beneficial to the affected employee may not be effected unilaterally. It is vital that such changes be negotiated and agreed with affected staff in order that they are legally sound and have sufficient protection against legal challenge.
- 6.3 The law implies an equality clause within every contract of employment. To that end it is essential that there is a proper evaluation of the responsibilities of every post to ensure that pay is set at an equitable and appropriate level. For these reasons it is of vital importance that there is formal evaluation of these posts in accordance with the Green Book, which is the national agreement on pay and conditions of service for local government services as set by the National Joint Council. All existing posts included in this report have been formally evaluated.

7. CONSTITUTIONAL POWERS

- 7.1 The Council's Constitution in Part 3, Responsibility for Functions states in paragraph 6.3 that specific Chief Officers have powers to deal with staffing and other statutory matters for which the Council is responsible.
- 7.2 The Council's Constitution in Part 3, Responsibility for Functions states in paragraph 6.2 that Chief Officers may use whatever means they consider appropriate to discharge the functions allocated to them including engaging and deploying staff.
- 7.3 As referred to in paragraph 1.1, the people implications resulting from the Budget Planning 2012/13 to 2014/15 have already been approved by the General Functions Committee. This decision details the implementation of a previously approved committee decision.
- 7.4 Furthermore, this is a decision that does not fall within the criteria requiring an additional decision by the General Functions Committee. In particular we do not consider that this represents "major changes in working practices" (Council Constitution, Part 3 – Responsibility for Functions, p.16).
- 7.5 These changes only have implications for the staffing and management under the control of the Chief Officer exercising the delegated powers.
- 7.6 No compulsory redundancies will arise from the changes.
- 7.7 The posts which are being deleted are either vacant, or all individuals affected by the changes are in agreement.

- 7.8 All new posts created within the organisational structure are within budget.

8. BACKGROUND INFORMATION

An extensive data matching exercise was carried out by Finance, the Children's and HR resulting in a number of anomalies being identified between the different departments where there should be complete parity. This report seeks to rectify historical drift between the Children's Service, HR and Finance's recorded establishment. These changes will ensure that the establishment remains current and accurate. Going forward, systems are being put in place to keep the data consistent.

The changes comprise:

- Reporting line changes
- Role title changes
- Evaluated grade changes
- Re-organisation changes after consultation
- Deletion of vacant posts
- Creation of new roles

9. LIST OF BACKGROUND PAPERS

None

10. OFFICER'S DECISION

I authorise the changes to the HR system detailed in the changes to the structure tables in Section 5.

Signed



Date

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23 August, 2012