

**SUBJECT: STAFFING STRUCTURE – POLICY AND GOVERNANCE**

**MEETING: INDIVIDUAL CABINET MEMBER DECISION**

**CABINET MEMBER: COUNCILLOR PAUL JORDAN**

**DATE: 31 JANUARY 2018**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

Proposal to agree staffing changes within the Policy and Governance section.

**2. RECOMMENDATIONS:**

- 2.1 That the positions of Data Analyst (Schools) and Data and Information Systems Officer be deleted and replaced by a single position of Data and Systems Analyst.
- 2.2 That the FTE rate of the Data Analyst be reduced from 1.0 to 0.75 FTE with no amendment to pay band
- 2.3 That the 0.4 FTE and 1.0 FTE Policy and Performance Officer posts be deleted and new role of Performance Officer be created
- 2.4 That a new role of Performance Manager be created
- 2.5 That a new role of Modern Apprentice be created on a fixed-term basis
- 2.5 That the hours of the Sustainability Policy Officer be increased from 0.4 to 0.6 FTE.

**3. KEY ISSUES:**

- 3.1 During 2017-18 two posts have been deleted from the Policy and Performance Team while one post has been held vacant following the departure of a member of staff. This has resulted in the team operating with 5 members of staff compared to 8 at the beginning of 2017-18. It is necessary to re-align staffing arrangements within to ensure that key activity can be delivered and individual team

members can be held to account for their performance. These proposals will be delivered within the current budget and consolidate a number of changes that have been made over the course of 2017-18.

3.2 These changes will allow the team to refocus on making more use of data to inform the transformation of services, ensure appropriate governance arrangements are in place and ensure effective performance management systems. The changes effectively:

- Merge two posts, the Data and Systems Officer and Data Analyst (Schools) into a single role
- Reduce the FTE rate of the Data Analyst from 1.0 to 0.75 FTE and redesignate as Senior Data Analyst.
- Delete the 0.4 FTE and 1.0 FTE Policy and Performance Officer posts
- Create a new role of Performance Officer on a lower pay band than the previous Policy and Performance Officer positions
- Create a new role of Performance Lead
- Increase the hours of the Sustainability Policy Officer from 0.4 to 0.6 FTE.
- Create a fixed term position of Modern Apprentice

3.2 The changes to the team since April 2017 are shown below with the changes proposed as part of this paper highlighted in bold:

As at 1 April 2017

Post	Band	FTE	Cost	Decision
Policy and Performance Manager	K	1.0		Already deleted
Policy and Performance Officer	I	1.0		<b>Delete</b>
Policy and Performance Officer (x2)	I	0.6 0.4		<b>Delete</b> Already deleted
Data Analyst	H	1.0		<b>Reduce Hours</b>
Data Analyst (schools)	H	1.0		<b>Delete</b>
Data and Systems Officer	E	1.0		<b>Delete</b>

Proposed

Post	Band	FTE	Cost
Performance Manager ( <b>New Post</b> )	J (Subject to Job Evaluation)	1.0	
Performance Officer (New post)	H (Subject to Job Evaluation)	1.0	
Data Analyst	H	0.75	
Data Analyst ( <b>New Post</b> )	F (Subject to Job Evaluation)	1.0	

Sustainability Policy Officer	G	0.4		<b>Increase Hours</b>
FTE / Cost (£)		6.4 FTE	£274,651	

Sustainability Policy Officer <b>(Increased Hours)</b>	G	0.6		
Modern Apprentice <b>(New Post)</b>	C	1.0		
		4.35 FTE	£197,301	

3.4 The post of Equalities and Welsh Language Officer is part of the team but is funded from a separate budget and is unaffected by this proposal and so is not shown in this table.

**4. REASONS:**

To deliver ensure appropriate staffing levels can be maintained while re-focusing of the team's work in line with the priorities of the administration and the Well-being of Future Generations Act.

**5. RESOURCE IMPLICATIONS:**

The budget for the service has already been reduced to achieve previously agreed savings targets and as a result of the senior management restructure agreed in August 2017. The above proposals will cost £846 more than the present staffing budget and this will be found through efficiencies in non-staffing expenditure.

**6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)**

The report has no direct impact upon front-line services and as a result a full assessment has not been deemed necessary

**7. CONSULTEES:**

Cabinet Members, Senior Leadership Team, Policy and Performance Team.

**8. BACKGROUND PAPERS:**

None

**9. AUTHOR:**

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