

**SUBJECT:** Social Care, Safeguarding and Health Leadership Business Support  
**DIRECTORATE:** Social Care, Safeguarding and Health  
**MEETING:** Individual Cabinet Member Decision  
**DATE:** 28<sup>th</sup> March 2018  
**DIVISION/WARDS AFFECTED:** Countywide

**1. PURPOSE:**

- 1.1 As a result of the leadership restructure by the Chief Officer of Social Care, Safeguarding and Health, a business support – programme coordinator is required to support and manage the network of leadership meetings required within the directorate.

**2. RECOMMENDATIONS:**

- 2.1 To agree the Grade E, 25 hours a week, Business Support post within the Social Care, Safeguarding & Health directorate.

**3. BACKGROUND AND KEY ISSUES:**

- 3.1 Since the Chief Officer's leadership restructure on 27<sup>th</sup> July 2016, a network of various leadership meetings have been established. These meetings require organizing, recording, action logging, tracking as well as reviewing and following up of actions/outcomes.
- 3.2 Due to the vast number of meetings and working groups, support is required to accurately maintain the co-ordination of the projects, as well as other activities of a programme co-ordination nature.
- 3.3 The varied roles of the Finance Manager, Service Manager – Transformation and Systems Development Officers also requires increased administrative support such as the organizing and recording of the programme of work e.g IT Strategy Group, Workforce Development Group, Quality Assurance and Performance Group, Health & Safety, More Than Words Group etc...

**4. REASONS:**

- 4.1 To provide essential programme co-ordination to underpin the new Leadership structure of the Social Care, Safeguarding & Health directorate.
- 4.2 Ensure the smooth operation of the various Leadership network meetings.
- 4.3 Provide a much needed programme co-ordination & support in order to maximize the time of the Social Care, Safeguarding & Health leadership team's availability and for the team to carry out their duties in an efficient and organized manner.

**5. RESOURCE IMPLICATIONS:**

5.1 The cost is (£19,747) per annum inclusive of all employers National Insurance and Superannuation contributions. This supports the grade E post at 25 hours a week.

5.2 These changes will be cost neutral to the Authority and are within the Social Care Safeguarding & health budget resource.

5.3 Final costs include job evaluation confirmation and will remain fully funded as described in the budget build for 2018/19.

6. **SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

There are no equality implications. A future generations assessment has been included.

7. **EVALUATION CRITERIA**

An evaluation assessment has been included for future evaluation of whether the decision has been successfully implemented.

8. **SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

None.

9. **CONSULTEES:**

DMT

Matthew Gatehouse

Finance Manager

HR

Business Support Manager - Children's Services

10. **BACKGROUND PAPERS:**

None required.

11. **AUTHOR:**

Claire Robins : Service Manager Social Care, Safeguarding and Health

112. **CONTACT DETAILS:**

Tel: 01633 644589

E-mail: [Clairerobins@monmouthshire.gov.uk](mailto:Clairerobins@monmouthshire.gov.uk)



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| <p>Name of the Officer Claire Robins</p> <p>Phone no: 07921781075<br/>E-mail: clairerobins@monmouthshire.gov.uk</p> | <p>Please give a brief description of the aims of the proposal</p> <p>The creation of a business support - programme co-ordination post following the Senior Leadership re-structure</p> |
| <p>Name of Service</p> <p>Social Care Safeguarding and Health Directorate</p>                                       | <p>Date Future Generations Evaluation</p> <p>Marc 2018</p>   |




*NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc*



1. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

| Well Being Goal  | Does the proposal contribute to this goal? Describe the positive and negative impacts.      | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?                |
|--|---|--|
| <p><b>A prosperous Wales</b><br/>Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>                                 | <p>Provides an opportunity to train, develop and upskill staff within the organisation.</p> | <p>Better use of resources in order to achieve max effectiveness and job creation. Supports workforce succession planning.</p> |
| <p><b>A resilient Wales</b><br/>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p> | <p>N/A</p>  | <p>N/A</p>   |
| <p><b>A healthier Wales</b><br/>People's physical and mental wellbeing is maximized and health impacts are understood</p>                                  | <p>N/A</p>  | <p>N/A</p>   |
| <p><b>A Wales of cohesive communities</b><br/>Communities are attractive, viable, safe and well connected</p>  | <p>N/A</p>  | <p>N/a</p>   |
| <p><b>A globally responsible Wales</b></p>   | <p>N/A</p>  | <p>N/A</p>   |

| Well Being Goal   | Does the proposal contribute to this goal? Describe the positive and negative impacts.                             | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts? |
|---|--|---|
| Taking account of impact on global well-being when considering local social, economic and environmental wellbeing   |  |   |
| <b>A Wales of vibrant culture and thriving Welsh language</b><br>Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation | Welsh language is desirable in this post. The post holder will be encouraged to learn welsh if desired.<br><br>N/A | N/A   |
| <b>A more equal Wales</b><br>People can fulfil their potential no matter what their background or circumstances   | Equal opportunities apply to the post.   |   |

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

| Sustainable Development Principle   | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.  | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts? |
|---|--|---|
|  <p>Balancing short term need with long term and planning for the future</p> <p><b>Long Term</b></p> | The proposal has assessed the current position and considered what needs to be done going forward. This proposal delivers short/medium term needs and will provide an opportunity to develop future service needs underpinning a longer term approach in the most sustainable way. | N/A   |
|  <p>Working together with other partners to deliver objectives</p> <p><b>Collaboration</b></p>      | This post will involve communication, co-ordination and teamwork within the regional team and our colleagues within ABHB, police, 3 <sup>rd</sup> sector etc..   | N/A   |
|  <p>Involving those with an interest and seeking their views</p> <p><b>Involvement</b></p>         | All relevant stakeholders have been involved in this update.   | N/A   |

| Sustainable Development Principle   | Does your proposal demonstrate you have met this principle?<br>If yes, describe how. If not explain why.  | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts? |
|---|---|---|
| <br><b>Prevention</b><br>Putting resources into preventing problems occurring or getting worse   | This establishment update ensures full utilisation of all resources.<br>It anticipated that the post holder may be recruited from within the organization therefore utilizing the skills knowledge and experience already within Monmouthshire. | N/A On-going evaluation of the post will take place in order to ensure it delivers its objectives.                      |
| <br><b>Integration</b><br>Considering impact on all wellbeing goals together and on other bodies | This post ultimately allows the leadership team time to focus on their own role without the increased burden of the administration duties and programme co-ordination duties that as currently impacting on the progress of this work.          | N/A   |

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

| Protected Characteristics     | Describe any positive impacts your proposal has on the protected characteristic | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|-------------------------------|---|---|---|
| Age                           | N/A( Equal opportunities will be applied to the post)                           | N/A   |   |
| Disability                    | N/A   | N/A   |   |
| Gender reassignment           | N/A   | N/A   |   |
| Marriage or civil partnership | N/A   | N/A   |   |
| Pregnancy or maternity        | N/A   | N/A   |   |
| Race                          | N/A   | N/A   |   |
| Religion or Belief            | N/A   | N/A   |   |
| Sex                           | N/A   | N/A   |   |
| Sexual Orientation            | N/A   | N/A   |   |

| Protected Characteristics | Describe any positive impacts your proposal has on the protected characteristic | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|---------------------------|---|---|---|
| Welsh Language            | Any documents, forms, guidance or information will be made available in Welsh.  | N/A   |   |

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

|                     | Describe any positive impacts your proposal has on safeguarding and corporate parenting   | Describe any negative impacts your proposal has on safeguarding and corporate parenting | What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?                       |
|---------------------|---|---|--|
| Safeguarding        | The post holder will be able to provide back up support for the WASB if required. The post holder will receive safeguarding training. |   |  |
| Corporate Parenting | No impact   |   | Social Workers able to spend correct amount of time with children and families and less time carrying out administration duties. |

5. What evidence and data has informed the development of your proposal?

|  |
|--|
| <ol style="list-style-type: none"> <li>1. Budget</li> <li>2. Job evaluation.</li> <li>3. Social Care, Safeguarding &amp; Health structure and workforce planning information.</li> </ol> |
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6. **SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

|  |
|--|
| Nothing extra as the proposal was developed on service need. |
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7. **ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

| What are you going to do   | When are you going to do it? | Who is responsible | Progress |
|--|------------------------------|--------------------|----------|
| Continue to review business support resource within the directorate. |                              |                    |          |

8. **MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:

Ongoing on a continuous basis considering service needs.

9. **VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

| Version No. | Decision making stage                     | Date considered   | Brief description of any amendments made following consideration |
|-------------|---|---|--|
| 1           | Social Care & Health DMT<br>Single Member | 5 <sup>th</sup> March 2018<br>28 <sup>th</sup> March 2018 |  |

|                                |   |
|--------------------------------|---|
| <b>Title of Report:</b>        | <b>Post creation – Business Support</b> |
| <b>Date decision was made:</b> |   |
| <b>Report Author:</b>          | <b>Claire Robins</b>                    |

**What will happen as a result of this decision being approved by Cabinet or Council?**

What is the desired outcome of the decision?  
 What effect will the decision have on the public/officers?

Desired outcomes:-  
 Improved and more timely project co-ordination.  
 Improved, productivity of officers delivering the programmes of work and transformation across the directorate.  
 Improved communication, co-ordination of meetings.

Was the desired outcome achieved? What has changed as a result of the decision? Have things improved overall as a result of the decision being taken?

**What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?**

Think about what you will use to assess whether the decision has had a positive or negative effect:  
 Has there been an increase/decrease in the number of users  
 Has the level of service to the customer changed and how will you know  
 If decision is to restructure departments, has there been any effect on the team (e.g. increase in sick leave)

12 month appraisal  
 Measures will include : projects delivered on time, better attendance at projects boards, shorter time spent in meetings.

*Paint a picture of what has happened since the decision was implemented. Give an overview of how you fared against the criteria. What worked well, what didn't work well. The reasons why you might not have achieved the desired level of outcome. Detail the positive outcomes as a direct result of the decision. If something didn't work, why didn't it work and how has that effected implementation.*

**What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?**

Give an overview of the planned costs associated with the project, which should already be included in the report, so that once the evaluation is completed there is a quick overview of whether it was delivered on budget or if the desired level of savings was achieved.

This post will remain within budget and will not over exceed the budget available.

Any other comments  
 This post has been supported by Social Care, Safeguarding & Health Management Team



