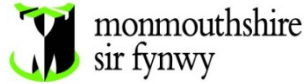


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County Hall
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Tuesday, 5 November 2019

Dear Councillor

INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 13 November 2019.

1. **MONLIFE AMENDMENTS TO TEAM CONFIGURATIONS** 1 - 6

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor P Jordan

AUTHOR:

Ian Saunders, MonLife Chief Operating Officer
Marie Bartlett, MonLife Finance and Resources Manager
Teresa Parsons, MonLife HR Advisor

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2. **CYP STAFFING STRUCTURE - ALN TEAM** 7 - 10

Division/Wards Affected: All Wards
CABINET MEMBER: County Councillor R John

AUTHOR: Jacquelyn Elias – Principal Officer ALN

CONTACT DETAILS:

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E-mail: jacquelyn.elias@monmouthshire.gov.uk

Yours sincerely,

Paul Matthews
Chief Executive

CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Partnership and External Working	Ward
P.A. Fox (Leader)	<p>Whole Authority Strategy & Direction Lead Officer – Chief Executive</p> <p>CCR Joint Cabinet & Regional Development; Organisation overview; Regional working; Government relations; Public Service Board lead; WLGA lead</p>	<p>WLGA Council WLGA Coordinating Board Public Service Board</p>	Portskewett
R.J.W. Greenland (Deputy Leader)	<p>Enterprise and Land Use Planning Lead Officer – Frances O’Brien Support Officers – Mark Hand, Cath Fallon</p> <p>Local Development Plan; Strategic Development Plan; Economic Resilience and Growth; Town Centre Investment and Stewardship; Development Management and Building Control; Housing Delivery</p>	<p>WLGA Council Capital Region Tourism</p>	Devauden
P. Jordan	<p>Governance and Law Lead Officers – Matthew Gatehouse, Matthew Phillips, Ian Saunders</p> <p>Council & Executive decision making; Constitution review and implementation of change; Law, Ethics & Standards; Audit and Regulatory WAO Relations Support for Elected Members Democracy promotion & citizen engagement Whole Authority Performance; Whole Authority Service Planning & Evaluation Community Hubs and Contact Centre Community Learning Tourist Information / Museums / Theatre / Attractions</p>		Cantref
R. John	<p>Children & Young People and MonLife Lead Officers – Will McLean, Ian Saunders Support Officers – Nikki Wellington, Sharon Randall-Smith, Richard Simpkins</p> <p>Early Years Education</p>	<p>Joint Education Group (EAS) WJEC</p>	Mitchel Troy

	<p>All Age Statutory Education Additional Learning Needs; School Inclusion Post 16 entitlement / offer</p> <p>School standards and Improvement; Education Achievement Service Commissioning Coleg Gwent and University liaison. Leisure / Sport Outdoor education / Duke of Edinburgh Active Travel Countryside / Biodiversity</p>		
P. Jones	<p>Social Care, Safeguarding & Health Lead Officer – Julie Boothroyd Support Officers – Eve Parkinson, Jane Rodgers</p> <p>Children’s Services Fostering & Adoption; Youth Offending Service; Adults Services Whole Authority Safeguarding (children & adults); Disabilities; Mental Health; Health liaison.</p>		Raglan
P. Murphy	<p>Whole Authority Resources Lead Officer – Peter Davies, Frances O’Brien Support Officers – Deb Hill-Howells, Sian Hayward, Tracey Harry, Mark Howcroft</p> <p>Finance; Information technology (SRS); Digital Programme Office Human Resources; Health & Safety; Emergency Planning; Procurement; Land & Buildings (inc. Estate, Cemeteries, Allotments, Farms); Vehicle Fleet / Passenger Transport Unit Property maintenance; Facilities Management (inc. Building Cleaning and Catering all ages)</p>	Prosiect Gwrydd Wales Purchasing Consortium	Caerwent
J. Pratt	<p>Infrastructure and Neighbourhood Services Lead Officer – Frances O’Brien Support Officers – Roger Hoggins, Carl Touhig, Nigel Leaworthy</p> <p>County Roads / Pavements South Wales Trunk Road Agency</p>	SEWTA Prosiect Gwyrdd	Goytre Fawr

	<p>Highways Maintenance, Transport, Traffic & Network Management, Car Parks / Illegal Parking Enforcement Whole Authority De-carbonisation Plastic Free Monmouthshire Waste / Recycling / Cleansing Grounds Maintenance Parks & Open Spaces/ Public Conveniences Flood Prevention / Management / SUDs</p>		
S. Jones	<p>Social Justice & Community Development Lead Officer – Frances O’Brien Support Officers – Cath Fallon, David Jones, Ian Bakewell</p> <p>Rural Deprivation / Isolation; Digital Deprivation Poverty / Disadvantage Homelessness; Supporting People Community Safety / Equality / Protected Characteristics Public Relations; / Communications / Marketing Trading Standards / Environmental Health; Licensing; Registrars</p>		Llanover

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

SUBJECT: MONLIFE AMENDMENTS TO TEAM CONFIGURATIONS

MEETING: INDIVIDUAL CABINET MEMBER DECISIONS

DATE: 13 November 2019

DIVISION/WARDS AFFECTED: ALL

1. PURPOSE:

- 1.1 To set out the arrangements to refine and rationalise the MonLife structure under the Leisure Services Manager post.

2. RECOMMENDATIONS:

- 2.1 To agree changes of Role Job Titles (redesignation) and regrading of a small number of posts and to agree the establishment of the Youth, Sports and Active Travel Manager Post under the Leisure Service Manager post team configurations.

3. KEY ISSUES:

- 3.1 In September 2019 the Council approved the Business Plan and operating model for MonLife including the senior leadership structure with cross thematic responsibilities and proposed team groupings. The report highlighted that the cross thematic responsibilities underpin effective collaborative working, improved communication and increased staff engagement which had already significantly contributed to many acknowledged service achievements. It also advised that there will be a small number of new posts identified within the team configurations which are within the overall business plan costings for the services. One of these posts is included in this report (3.3). In addition, it highlighted that the former post of Head of TLCY had a number of other direct reports who in the new structure will now report to other members of the senior management team.
- 3.2 This report focusses on the immediate changes required arising from the team configurations under the Leisure Services Manager post. The proposals seeks to establish one new post and to redesignate and regrade a small number of existing posts. All proposals have been subject to Job Evaluation and costs are contained within the MonLife Business Plan.
- 3.3 Youth, Sports and Active Travel Manager post. This is a new post reporting to the Leisure Services Manager post working with key strategic partners both nationally, regionally and locally to underpin the MonLife Youth Offer to support young people and communities to thrive against a back ground of success in sector leading programmes and the well-established Youth Service that prides itself of the innovative way it meets the needs of young people. Whilst the post will co-ordinate the Youth Offer across Monmouthshire, this post will also take a lead role in walking & cycling projects across the County in line with

the duties and responsibilities placed on the Council by the Active Travel (Wales) Act 2013 and manage the Swimming Development Lead post and Outdoor Adviser post (pending review).

- 3.4 Redesignation and regrading of existing posts: There is a requirement to refine and rationalise some of the operational arrangements arising from the approval of the MonLife structure which are best addressed through a small number of post redesignation and regradings. The proposals relate to 5 posts as outlined in table 1. None of the proposals increase the establishment and 3 of them represent formalising responsibilities being undertaken by some postholders through honorarium payments for a period of three years.

Table 1.

Proposal	Post reports to
1.Redesignate Gilwern Site Coordinator to Outdoor Centre Manager: Gilwern BAND J (see 5 below)	Leisure Services Manager post
2. Redesignate GP referral coordinator post to Health, Fitness and GP referral Manager BAND J	Leisure Services Manager post
3.Redesignate and regrade Youth and Community Officer post to Youth and Community Team Manager BAND J	Youth, Sports and Active Travel Manager post
4. Redesignate and regrade Sports and Community Officer post to Sports and Community Lead BAND I	Youth, Sports and Active Travel Manager post
5.Redesignate Duke Of Edinburgh coordinator post to Duke of Edinburgh lead BAND H	Outdoor Centre Manager :Gilwern

- 3.5 The proposals recognise the existing interim post arrangements affecting staff and relevant post holders have been consulted along with other staff affected by the proposals. All other existing posts not contained in the table above remain but may be subject to review later. Comments made during consultation have been considered and changes have been made to the initial draft report arising from the consultation. As a consequence of consultation on implementation to appoint to the Leisure Services manager post there is a need to consider a postholder as at risk of redundancy which will be detailed in a further report to Cabinet.

Appendix 1 provides a diagram of the outline structure under the Leisure Services Manager post.

4 EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

- 4.1 The positive engagement activities with communities, customers and staff will continue as well as a focus on income generation and investment in key aspects of the business to ensure the culture and business thrives. Staff having clarity in terms of their roles, their place within the team configurations and the wider workforce is essential to their effectiveness and contributes to their engagement.

4. OPTIONS APPRAISAL

Option	Benefits	Risks	Comments
Not to agree a new post and agree post name changes and regradings.	None	Lack of resources and clarity to achieve business plan objectives under the Leisure Services remit	
To agree a new post and agree post name changes and regradings.	Will enhance the arrangements already delivering success and underpin the cross thematic working objectives under the Leisure Services Manager post. Will clarify the responsibilities some staff are already undertaking through temporary payments and recognises the contributions made in service delivery and effectiveness.	None	

5. EVALUATION CRITERIA

5.1 There may be a need for further structure adjustments to suit business needs to respond to any challenges in delivering MonLife's Business Plan. In addition utilising MonLife's approved performance and evaluation framework, a CPD approach where employees are given control over their performance environment and are able to have mutually beneficial performance conversations with their managers will provide a measurement of success through staff engagement surveys and other data collection.

6. REASONS:

6.1 To inform members of the staffing requirements to achieve MonLife team configurations under the Leisure Services Manager post.

7. RESOURCE IMPLICATIONS:

8.1 Appendix 2 demonstrates that the costs for the proposed changes to role designations and establishment of new posts are some £23,934 than the previous budget at £324,758. This additional cost can be met within MonLife's approved services budget. The MonLife business plan included proposals for additional new staff posts as well as benefitting from VAT savings through the adoption of the Ealing ruling so that additional investment would be made in services. Members will be also be aware of the additional resources of £97,604 approved for transformation of these services at Council in September 2019 which is to be included within the MTFP for 2020-21.

8. CONSULTEES:

Cabinet Member for Governance
Chief Operating Officer MonLife
SLT

9. BACKGROUND PAPERS:

Appendix 1: Proposed team configuration reporting to Leisure Services Manager post.

Report to Council 19th October 2019.

AUTHORS & CONTACT DETAILS:

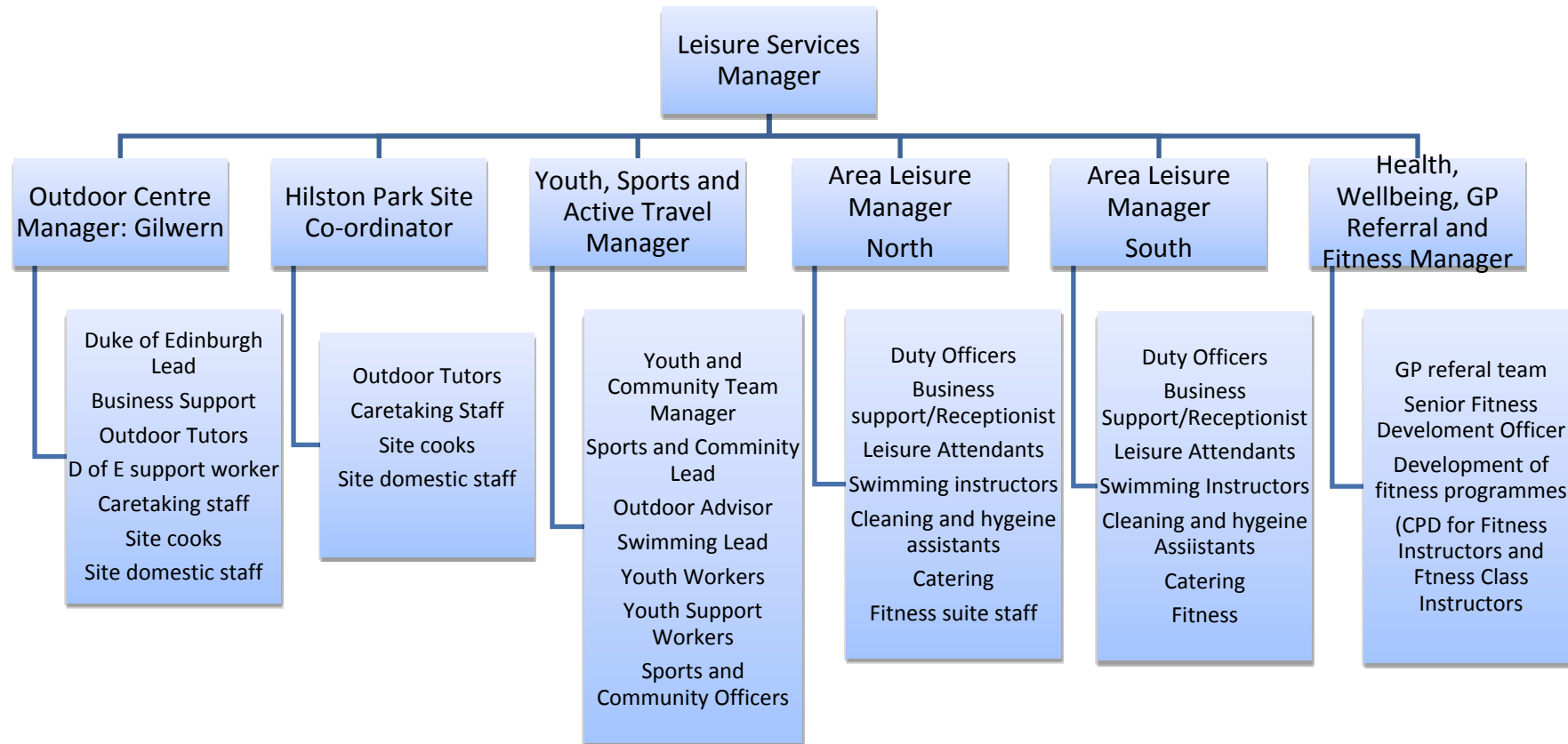
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Appendix 1

Outline structure Leisure Services

Page 5



Appendix 2

Full Year Costings of Proposals

	Current Structure		Proposed Structure	
	Band	Budget 19-20 £	Band	Budget 19-20 £
New Posts				
Youth, Sport & Active Travel Manager		0	K	61,138
Post Deletions				
Head of Gwent Outdoor Education (as per Council report 19 th September 2019)	SOL	69,754		0
Redesignations				
Redesignate Gilwern Site Coordinator to Outdoor Centre Manager	H	43,892	J	55,928
Redesignate GP referral coordinator post to Health, Fitness and GP referral Manager	I	40,066	J	55,928
Redesignate / regrade Youth and Community Officer post to Youth and Community Team Manager	I	61,320	J	55,928
Redesignate and regrade Sports and Community Officer post to Sports and Community Lead	I	45,156	I	50,680
Redesignate Duke Of Edinburgh coordinator post to Duke of Edinburgh lead	G	40,666	H	45,156
TOTAL		300,854		324,758

SUBJECT: CYP staffing structure – ALN Team

MEETING: Individual Cabinet Member Decision

DATE:

DIVISION AFFECTED: All

1. PURPOSE:

- 1.1. To seek approval to enhance the staffing structure of the Additional Learning Needs (ALN) Team within the CYP Directorate to enable the Council to deliver new legislation and deal with the increased numbers of children and young people with additional and complex learning needs

2. RECOMMENDATIONS:

- 2.1 To agree to increase the staffing structure of the ALN Team to include an additional Statutory Officer and administrative support. As outlined in Appendix 1.

3. KEY ISSUES:

- 3.1 Monmouthshire's ALN Service, Statutory Team has three substantive posts, which consists of a Principal Officer, a Statutory Officer and an ALN Administrator. Since the previous review of the Statutory Team in 2017, the number of children and young people with ALN has increased, as have the complexities around individual cases. In addition, the introduction of new ALN legislation will have a significant impact on the workload of the team going forward.
- 3.2. Welsh Government are undertaking a significant reform of legislation relating to children/ young people who are currently described as having special educational needs. The Additional Learning Needs and Tribunal (Wales) Act, 2018, describes the new legislative framework which aims to support all children of compulsory school age or below with ALN and to support young people with ALN who are in further education (FE).
- 3.3. The Act replaces the terms 'special educational needs (SEN)' and 'learning difficulties and/or disabilities (LDD)' with the new term 'additional learning needs (ALN)'. All children and young people with ALN regardless of the severity or complexity of their learning difficulty or disability will be entitled to a statutory support plan called an 'Individual Development Plan' (IDP). Children and young people with ALN will receive support called additional learning provision (ALP) which will be set out in their IDP.
- 3.4 The statutory roles created by the ALN Act are to commence in January 2021 but the new ALN system will commence, on a phased basis, from September 2021.

- 3.4 The new Act places additional responsibilities on the Council in terms of early years and post 16 pupils. The ALN team will also have the responsibility to convert on a phased basis, statements of special educational need to IDPs and to support schools through this process.
- 3.5 In order to ensure that the Council is prepared for the demands of the new Act it is proposed to increase the size of the Statutory Team to include an additional full time Statutory Officer and an additional full time administrative assistant. The addition of these posts would significantly enhance the team's capacity to manage increased demands and to be able to prepare in a measured and robust way for the implementation of the ALN Act and Code.

4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

This report seeks approval to alter the ALN staffing structure with the CYP staff establishment in order to facilitate the increased range of duties outlined within this report, support the existing activities associated with the Councils corporate priorities and the continuation of delivery of the statutory services provided through the ALN team. The report does not seek to amend or add to these policies or to services that direct the nature of service provided to the public. The report deals solely with staffing matters and as such a future generations and equality assessment is not considered appropriate or of relevance in this instance.

5. OPTIONS APPRAISAL

5.1 There are potentially 2 options available to the Council

5.2 Option 1

To retain the status quo and keep the structure of the ALN Team as it is. The capacity of the current team is already under significant pressure and increasing workload from increased levels of referrals for statutory assessment and contentious cases. The implementation of the ALN Code and Act cannot be undertaken within the current staffing structure. This option was considered and rejected

5.3 Option 2

Increase the size of the ALN Team with an additional Statutory Officer post and additional admin support. The Council needs to prepare and implement the requirements of the new Act and Code and the additional resources will enable that to happen. This is the favoured option.

6. EVALUATION CRITERIA

6.1 The following measures will be used to evaluate the impact of the decision if it is agreed.

- Statutory assessment data will show that all statutory assessments, without allowed exceptions, are completed within the statutory timescales;

- Procedures and processes to ensure a smooth transition to implement ALN reforms will be developed and implemented in a timely way.
- Staff performance management (CICO) meetings will evidence improved workload and work life balance.

7. REASONS:

- 7.1 The decision needs to be made to ensure that the ALN Team is able to prepare efficiently and effectively for the increased demands of the forthcoming ALN reform. It will ensure the Council complies with the new legislation and without having an adverse effect on the wellbeing of existing staff. Increased capacity in the team will also improve services to schools and parents of children with additional learning needs.

8. RESOURCE IMPLICATIONS:

- 8.1 The Statutory Officer and the Administrative Assistant Posts have been through job evaluation to establish the appropriate pay grades. The Statutory Officer post has been evaluated at a Grade I £45,321 and the Administrative Assistant post at a Grade E £29,713. Therefore, the estimated cost of implementing this decision will be £75,034 for the full year. Within the MTFP an additional £121,000 has been allocated to help with the additional costs relating to implementing the new ALN bill, this will be used to support these additional posts.

9. CONSULTEES:

- CYP DMT
- SLT

10. BACKGROUND PAPERS:

- **Additional Learning Needs and Education Tribunal Act 2018 and associated ALN Code**

11. AUTHOR: Jacquelyn Elias – Principal Officer ALN

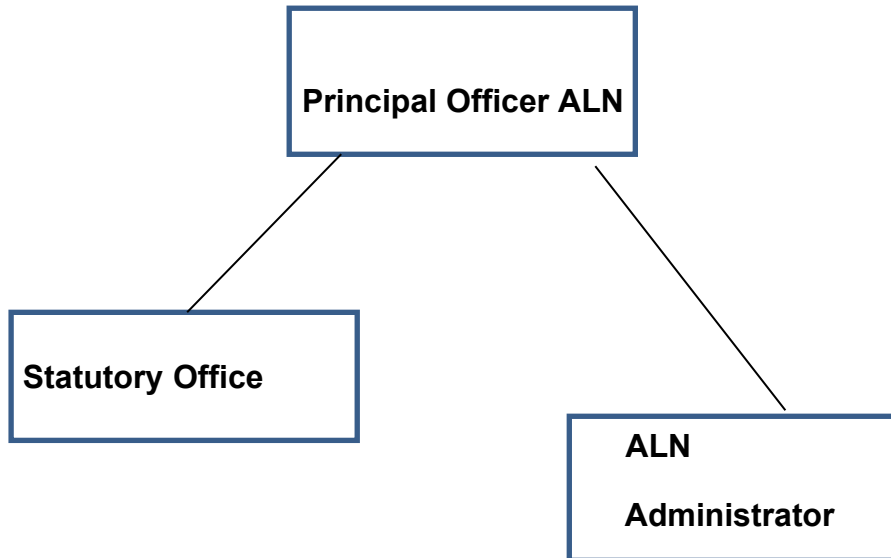
12. CONTACT DETAILS:

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APPENDIX 1

Existing Structure



Proposed Structure

