

**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**

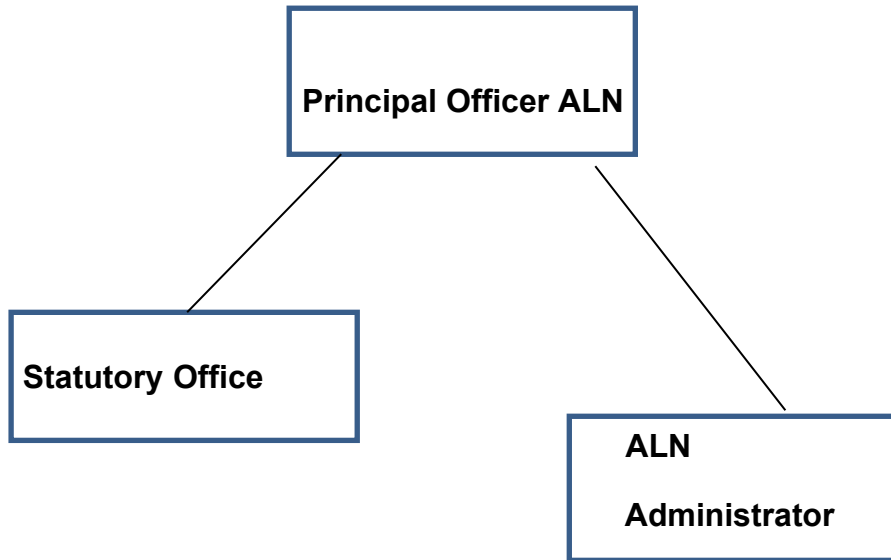
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**APPENDIX 1**

**Existing Structure**



**Proposed Structure**

