



Cabinet (Resources) Panel

24 September 2013

Report Title	Open Staffing Issues	
Cabinet Member with Lead Responsibility	Councillor Paul Sweet Governance and Performance	
Key Decision	No	
In Forward Plan	No	
Wards Affected	None	
Accountable Strategic Director	Keith Ireland, Delivery	
Originating service	Delivery/Human Resources	
Accountable officer(s)	Sue Davies Tel Email	Chief Human Resources Officer 01902 55(4056) sue.davies@wolverhampton.gov.uk

Recommendation(s) for noting:

The Cabinet (Resources) Panel is asked to note:

1. The staffing establishment changes as detailed in this report.

OPEN STAFFING ISSUES

1. Purpose

- 1.1 To inform Members about the staffing establishment changes that have been approved since the last meeting of the Panel.

2. Background

- 2.1 The staffing establishment changes as detailed in this report have been made in response to the service needs identified by each Director and have been subject to review by Finance and Human Resources to ensure that they are consistent with Council policies and procedures.
- 2.2 The grades and salary rates for posts in the schedules reflect Wolverhampton Council's local pay and grading structure unless posts are on terms and conditions currently outside of this e.g. Teachers.
- 2.3 The payments of any supplements for acting up, secondments or 'Market Forces' have been approved in line with the Council's approved policies.
- 2.4 Consideration has been given to an appropriate exit strategy for any fixed term appointments.
- 2.5 Attached at Appendix 1 is an analysis of budgeted employee numbers by directorate expressed both as head count and full time equivalents (FTE). The analysis is as at 1 April 2013.
- 2.6 Appendix 2 provides a summary of the establishment changes that are detailed in this report.

3. Equalities Implications

- 3.1 The changes proposed fall within the Council's Equality in Employment Policy and will be reflected in the Council's annual equality monitoring reports.

4. Environmental Implications

- 4.1 None have been identified.

5. Financial Implications

- 5.1 The Assistant Director Finance has considered the financial implications and confirmed that there is budgetary provision for each report.

[GE/13092013/K]

6. Legal Implications

- 6.1 The redesignation/regrading proposals in this report will require a variation to employee terms and conditions of employment in accordance with the Employment Rights Act 1996.

[FD06092013/P]

OPEN STAFFING ISSUES

1 EDUCATION AND ENTERPRISE

A Establish Full Time Temporary Post, Post 16 SEN/LDD Placements Officer – (14800)

No of Posts	Current Post title	Grade	Annual Salary Rate fte	Job class	With effect to
1 x 37 hrs	Post 16 SEN/LDD Placements Officer (Maternity Cover)	7	£32,800 – £37,206	4P/50/B500	31.10.2014

Business Case

This post is engaged with the Post 16 or Post 19 transition planning for young people with learning difficulties and/or disabilities moving into FE or Independent Specialist Provider provision and is responsible for the process to agree the 'offer' for each young person, to make the placement, manage the funding and contract with providers.

The City Council has a statutory duty to secure enough suitable education and training to meet the reasonable needs of 16-19 year olds as well as for those aged 19-25 who are subject to a learning difficulty assessment.

Funding

The full year cost of the post has been assessed using the minimum and maximum scale point of the pay grade and including employers' national insurance and pension fund contributions. On this basis the cost will range from £41,000 to £47,000. This will be funded by Dedicated Schools Grant High Needs Block Grant funding :

APPENDIX 1

ANALYSIS OF EMPLOYEE NUMBERS AS AT 1ST APRIL 2013
Budgeted headcount and full-time equivalents

	Employee Headcount	FTE Employees
	2013/2014	2013/2014
Education and Enterprise		
Schools, Skills and Learning	568	457.0
Partnerships, Economy and Culture	187	149.6
Regeneration	273	256.8
	1,028	863.4
Community		
Older People and Personalisation	593	478.1
Health, Well Being and Disabilities	552	408.5
Children, Young People and Families	661	560.1
Safeguarding, Business Support and Community Services	633	457.5
Public Health	29	28.4
	2,468	1,932.6
Delivery		
Corporate Services	508	446.7
Governance	103	89.7
City Services	1,669	1,030.3
	2,280	1,566.7
Office of the Chief Executive		
Office of the Chief Executive	64	50.3
	64	50.3
Sub Total	5,840	4,413.0
Schools	5,469	3,978.3
Total	11,309	8,391.3

APPENDIX 2

Education and Enterprise Directorate					
	Post Grade	Net Change			
		New Posts	Deletions	Grade Changes	Extensions to fixed term contracts
	Grade 11 and Snr Management				
	Grade 9 – 10				
	Grade 8				
	Grade 6 – 7	1			
	Grade 1 -5				
	TOTAL	1			