

Delegated Officer Report
(Non Key and Contracts up to a value of £100k)

Decision Maker: Helen Lockwood

Date of Decision:

Subject: Creation of new Senior Management Post in Lifelong Learning Service

Report Author: Jon Bloor

Ward (s): N/a

Reason for the decision:

In December 2017 a new Head of Service post was created to bring together the Lifelong Learning, Get Oldham Working and Business Growth and Investment Services together. Since April 2018, the three senior management posts have become vacant (Two of these posts were paid at a higher rate to reconcile increased demands). As part of budgetary controls 1 of these posts was not recruited to.

The Service has been reviewed by the Head of Service and it is recognised that there is a need to review the roles of the senior management team, especially with regards to the preparation for devolution of the Adult Education Budget to Greater Manchester Combined Authority. The impact of this will be significant and will require extensive consultation with staff and learners in order to manage the impact and develop alternative provision.

Following this internal review it is requested that a 3rd senior management position is created and recruited to compliment the two current posts.

The proposed post will be a full time post and will be described as an Assistant Head of Service with specific responsibilities for quality assurance and continuous improvement strategies across the Service; the co-ordination of learner systems, ICT procurement and the management, development and delivery of the English and maths, ICT, Business and Family Learning curriculum areas.

The role has been approved by HR. As with any post, an evaluation of the grade has been undertaken resulting in a mirror grade to the existing roles.

The funding is available and identified within the Budget Book.

Summary:

The Lifelong Learning Service, following a review, requires the creation of and recruitment to a new post to join the senior management team. The salary costs are allocated in the Budget Book.

What are the alternative option(s) to be considered? Please give the reason(s) for recommendation(s):

The Alternative option is to not create and recruit to the post, however, this will reduce the capacity of the Head of Service and reduce the effectiveness of the 3 services, which are now facing significant and unprecedented challenge.

Consultation: including any conflict of interest declared by relevant Cabinet Member consulted.

Consultation has been undertaken with senior managers in the Service, as well as the Director and Executive Director

Recommendation(s):

The preferred option is to create and recruit to new post.

Implications:

What are the financial implications?

This report is seeking to create a new Assistant Head of Service post within the Lifelong Learning service.

Revenue implications:

This post is 100% externally funded via the Education and Skills Funding Agency (ESFA). The cost of this post will initially be on the Soulbury grading pay scale between grades 6-9, however, exceptional candidates could be allowed further increments up to soulbury grade

12. However should this arise then it may be subject to further job evaluation.

Total cost at Soulbury scale 6 will be £53,960 including oncosts (Up to grade 12 will be £64,320 including oncosts).

All costs will be met from within existing ESFA grant allocations.

Capital implications

There are no capital implications

(Catherine Dunkerley – Accountant)

What are the **legal** implications?

None (Colin Brittain)

What are the **procurement** implications?

N/A

What are the **Human Resources** implications?

The newly created role will support the Head of Service in complimenting the existing two Senior Manager roles.

As with any post, an evaluation of the grade has been undertaken resulting in a mirror grade to the existing roles.

Recruitment to the role will be undertaken in accordance with Council policies and procedures.

(Stewart Hindley, People Services Business Partner)

Equality and Diversity Impact Assessment attached or not required because (please give reason)

N/A – if approved it will increase E&D outcomes.

What are the **property** implications

N/A

Risks:

The risks are that the Service fails to reconfigure its offer to meet the demands of the new funding model. This will put the sustainability and success of the service at risk.

Co-operative agenda

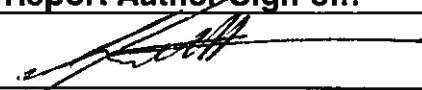
This role will provide additional capacity which will help the Service to integrate better, and provide greater levels of Service and collaboration across partner agencies.

Has the relevant Legal Officer confirmed that the recommendations within this report are lawful and comply with the Council's Constitution? Yes

Has the relevant Finance Officer confirmed that any expenditure referred to within this report is consistent with the Council's budget? Yes

Are any of the recommendations within this report contrary to the Policy Framework of the Council? No

There are no background papers for this report

Report Author Sign-off:	
	
Date: 25/10/18	

Please list and attach any appendices:-

Appendix number or letter	Description
None	

In consultation with the Deputy Chief Executive, People and Place, Helen Lockwood

Signed: H Lockwood Date: 26/10/18

In consultation with the Director of People, Dianne Frost

Signed: _____ Date: _____

M.S. Bennett 26/10/18
MARYMO BANNETT