

REPORT TO: CABINET

DATE: 25TH NOVEMBER 2009

SUBJECT: BUILDING SCHOOLS FOR THE FUTURE: APPOINTMENT OF PROJECT DIRECTOR AND PROJECT MANAGER

WARDS AFFECTED: ALL

REPORT OF: ALAN MOORE
STRATEGIC DIRECTOR - COMMUNITIES AND DEPUTY CHIEF EXECUTIVE

PETER MORGAN
STRATEGIC DIRECTOR - CHILDREN'S SERVICES

MIKE FOGG
PERSONNEL DIRECTOR

CONTACT OFFICERS: CHRIS DALZIEL (0151 934 3337)
SCHOOL ORGANISATION & CAPITAL PROGRAMME MANAGER

MOIRA BLAIR (0151 934 3377)
PRINCIPAL PERSONNEL OFFICER

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

The purpose of this report is to seek approval for the establishment of posts to enable the appointment of a Project Director and Project Manager for Sefton's Building Schools for the Future (BSF) Programme.

REASON WHY DECISION REQUIRED:

Cabinet Members have delegated powers to approve the establishment of new posts and the appointment of personnel to these posts.

RECOMMENDATION(S):

Cabinet is recommended to:

- approve the establishment of the posts of Project Director (Senior Management Hay 3, £77,979 - £85,779) and Project Manager (Senior Management Hay 5, £56,670 - £62,334) for Sefton's Building Schools for the Future Programme;
- note that, in accordance with the Responsibility for Functions provided in the Council's constitution, the personnel implications described in this report have been approved by the Personnel Director, in consultation with the Strategic Director - Communities and the Strategic Director - Children's Services;
- the Constitution provides that the Employment Procedures Committee shall consist of at least three Elected Members (one from each party - one of whom must be a Cabinet Member); Cabinet is, therefore, requested to appoint Members to serve on this Committee;
- in order to allow the recruitment and selection process to be expedited, Cabinet is asked to note that the Chair of the Overview and Scrutiny Committee (Performance and Corporate Services) has been requested to waive the call-in period regarding the recommendations of this report.

KEY DECISION: No.

FORWARD PLAN: Not appropriate.

IMPLEMENTATION DATE: It is anticipated that the "call-in" period for the Minutes of the Cabinet will be waived in this instance.

ALTERNATIVE OPTIONS: Not appropriate.

IMPLICATIONS:

Budget/Policy Framework: None.

Financial: The salary grades for the two posts have been examined and approved by the Personnel Director. The costs of both posts will need to be funded from the project costs associated with Building Schools for the Future (BSF). The final appointments are still subject to Cabinet confirmation that the Council takes part in BSF. At this stage it is not possible to identify whether part or any of the costs of these two posts could be Capitalised, and therefore for simplicity it has been assumed that they will be a direct call on revenue resources. Any costs incurred in the recruitment process, or in salaries paid up until the 31 March 2010 can be met from within the existing budget approved for BSF implementation costs by Cabinet in January 2009. Costs beyond 1 April 2010 (at approx £185k per annum) will need to be funded from the BSF project, which is subject to Cabinet approval.

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £000's	2010/ 2011 £000's	2011/ 2012 £000's	2012/ 2013 £000's
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure		185	185	185
Funded by:				
Sefton Funded Resources		185	185	185
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Not appropriate.

Risk Assessment: In order to progress the Building Schools for the Future Programme it is imperative that a permanent, full-time, Project Director and Project Manager are appointed. Failure to make these strategic appointments could jeopardise the whole programme.

Asset Management: Not appropriate.

CONSULTATION UNDERTAKEN/VIEWS

FD 220 - The Finance and Information Services Director has been consulted and his comments have been incorporated into this report

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability		✓	
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

LINKS TO ENSURING INTEGRATION:

Not appropriate.

IMPACT UPON CHILDREN'S SERVICES TARGETS AND PRIORITIES:

Not appropriate.

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

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BUILDING SCHOOLS FOR THE FUTURE: APPOINTMENT OF PROJECT DIRECTOR AND PROJECT MANAGER

1. Background

- 1.1 Sefton officers attended a successful meeting with Partnerships for Schools and the Department for Children, Schools and Families on 5 November as reported elsewhere on this agenda and are waiting to hear the outcome of this meeting.
- 1.2 Members will recall that a temporary, part-time project Director and Project Manager were appointed in August 2009 to assist officers in the early stages of BSF and these posts will remain until permanent positions are established and appointments made.

2. Proposals

- 2.1 It is proposed to establish two posts initially to take forward the overall BSF Programme in Sefton. The posts are Project Director and Project Manager.
- 2.2 The Project Director is a high profile position within the Council and the post holder will represent the Council at national as well as local level and must be able to operate within a complex political and strategic context. The main responsibilities of the Project Director are detailed below.
 - Support both the Strategic Director - Communities and the Strategic Director - Children's Services in managing the political interface on the BSF programme, at both Council and school level.
 - Direct the BSF programme to the required national standards and ensure that the BSF and Academy programmes have complementary outcomes if appropriate.
 - Ensure effective liaison with Partnerships for Schools (PFS), Department for Children, Schools and Families (DCSF) and Local Partnerships in order to understand central government requirements and to communicate these clearly and effectively to the BSF Project Team, other council staff and key stakeholders.
 - Direct the development and implementation of a robust communications strategy, including Stakeholder Reference Group meetings, ensuring that all key stakeholders are consulted and engaged throughout the programme, and support the authority's Business Cases.
 - Direct the production of a Strategy for Change for submission to PFS and DCSF, ensuring that it will deliver education transformation and leverage in the innovative power of ICT infrastructure and tools.
 - Ensure that the pupil place planning and school organisation plans are robust and will address the choice, diversity and access agenda, and that consultations on any changes will be completed in line with BSF timescales.
 - Ensure BSF plans support the Council's Children and Young People (CYPP) and will help meet the five Every Child Matters (ECM) outcomes and extended schools agenda. This would include the identification of additional funding streams beyond central government and Council support, ensuring co-ordination between all partners and that the disparate initiatives are combined into a coherent whole.

2.3 The Project Manager will provide key support to the Project Director, will manage the Project Team and be responsible for maintaining the project plan and monitoring progress against its key milestones. Some of the other responsibilities of the Project Manager include the following.

- Completion of the Project Initiation Document to the standard required by PfS.
- Seek to integrate the BSF programme into wider Council strategies.
- Build and maintain an up to date risk register, identify blockages to the success of the BSF project plan with proposals for solutions, and prepare monthly reports for the Project Board on key risks and mitigation.
- Manage delivery of the communications plan, supporting the Project Director in updating this at appropriate stages within the BSF programme.
- Support the Project Director in preparing for and managing meetings of the Project Team, Project Board and Stakeholder Reference Group meetings, including ensuring regular reports on the different workstreams.

2.4 Full Job Descriptions and Person Specifications are being prepared, with appropriate grades being determined by the Personnel Director in accordance with the agreed Hay job evaluation mechanism.

2.5 Further appointments will also be required as part of the BSF Programme and these will be made in line with the approved decision making procedures. Appointments are anticipated to include:-

- Communications Lead Officer;
- Commercial Manager;
- Transformation Lead;
- ICT Lead;
- Administrative support.
- Finance Lead
- Legal Lead

These personnel will be supported by Sefton officers and external advisors for Finance, Legal and ICT.

2.6 As required for the appointment to senior management positions within the Authority, recruitment and selection will be undertaken by Elected Members of the Employment Procedures Committee in accordance with the Constitution of the Council.

3 Recommendation(s)

3.1 Cabinet is recommended to:

- approve the establishment of the posts of Project Director (Senior Management Hay 3, £77,979 - £85,779) and Project Manager (Senior Management Hay 5, £56,670 - £62,334) for Sefton's Building Schools for the Future Programme.
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