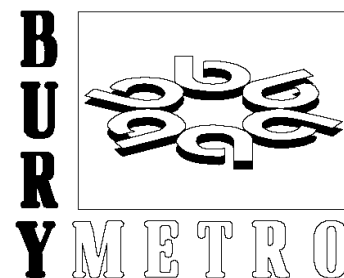


# CHILDREN'S SERVICES DEPARTMENT



APP 1

## PROPOSALS FOR THE INTEGRATION OF ADULT EDUCATION AND LIBRARY SERVICE STAFFING STRUCTURES

MARCH 2006



INVESTOR IN PEOPLE

**Eleni Ioannides**  
*Executive Director*

**David Pritchard**  
*Director of Learning & Culture*



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## **1.0 CONTEXT**

- 1.1 At its meeting held on 1 March 2006, the Council's Executive agreed a series of proposals aimed at reducing the expenditure of the Adult and Community Learning Service and bringing it into line with the expected level of grant income from the Learning and Skills Council.
- 1.2 Decisions taken by the Executive included:-
- (i) The vacation of Whitefield Adult Education Centre
  - (ii) The vacation of Radcliffe Adult Education Centre
  - (iii) The integration of Library and Adult and Community Learning Service management structures under one Head of Service
  - (iv) Increases in course fees and the discontinuation of concessionary rates for the over 60s
- 1.3 The savings proposals commit the Adult and Community Learning Service to reducing its net expenditure by £490k over a three year period. The staffing savings element of the rationalisation package amounts to a total of £320k.

## **2.0 KEY PROPOSALS**

(see also appendices, including current and proposed structure diagrams and existing and new/revised job descriptions)

- 2.1 Delete the separate service designations of Adult and Community Learning Service and Library Service and replace by a single designation of 'Libraries and Adult Learning Service'
- 2.2 The Libraries and Adult Learning Service will form part of the Arts, Libraries and Adult Learning Division of the Department of Environment and Development Services
- 2.3 Delete the existing posts of Library Services Manager and Adult and Community Learning Manager
- 2.4 Create a new post of Head of Libraries and Adult Learning
- ⇒ Postholder to report to Borough Officer, Arts Libraries and Adult Learning
  - ⇒ Post of Head of Libraries and Adult Learning to be ring-fenced to existing Adult and Community Learning Manager and Library Services Manager
- 2.5 Delete 5 existing posts of Assistant Adult and Community Learning Manager
- 2.6 Create 3 new posts of:-
- ⇒ Assistant Head of Libraries and Adult Learning (Curriculum)
  - ⇒ Assistant Head of Libraries and Adult Learning (Skills for Life and Work/Community Learning)
  - ⇒ Assistant Head of Libraries and Adult Learning (Quality/Learner Services)
- These posts will be ring-fenced to the existing 5 Assistant Adult and Community Learning Managers

- 2.7 Redesignate the post of Principal Librarian (Central Services and Social Inclusion) as Assistant Head of Libraries and Adult Learning (Central Services and Social Inclusion)
- 2.8 Redesignate the post of Principal Librarian (Branches and Learning Support) as Assistant Head of Libraries and Adult Learning (Branches/Centres and Staff Development)
- 2.9 All 'Assistant Head' posts to report directly to the Head of Libraries and Adult Learning, along with the post of Resources and Information Manager.
- 2.10 Redesignate post of Assistant Principal Librarian (Social Inclusion) as Principal Libraries and Adult Learning Officer (Social Inclusion)
- 2.11 Redesignate post of Assistant Principal Librarian (Children and Learning Support) as Principal Libraries and Adult Learning Officer (Learning Support)
- 2.12 There will be an overall shrinkage in the requirement for Programme Manager hours
- 2.13 Delete Programme Manager (Literacy)
- 2.14 Delete Programme Manager (Family Literacy, Language and Numeracy)
- 2.15 Delete Skills for Life Link Worker
- 2.16 Create a new post of Programme Manager (Literacy, Family Literacy, Language and Numeracy)
- 2.17 Delete 5 posts of Centre Manager (Prestwich, Ramsbottom, Bury, Radcliffe and Whitefield)
- 2.18 Delete 3 posts of Library Supervisor (2 at Prestwich, 1 at Ramsbottom)
- 2.19 Create 3 new posts of Library and Adult Education Centre Supervisor (2 at Prestwich, 1 at Ramsbottom)
- 2.20 Create a new post of Bury Adult Education Centre Supervisor
- 2.21 All 'Supervisor' posts to report to an Assistant Head of Libraries and Adult Learning (See proposed structure diagram)
- 2.22 The 4 newly created supervisory posts will be ring-fenced to the 5 existing Adult Education Centre Managers and the three existing Library Supervisors
- 2.23 In respect of Library Assistants and Adult Education Centre Administrative Assistants, it is proposed that, in the vast majority of cases, there will be no change in their position, with all permanent employees being retained on existing terms and conditions. The exception to this will be those permanent Centre Administrative Assistants currently based at centres scheduled for closure. Staff in that category will be offered relocation to one of the three remaining adult education facilities.
- 2.24 Appointments in the new structure will be made in line with the broad principles of restructure agreements between Unison and the Council (Appendix A)

- 2.25 The grading of three 'Assistant Head' posts (Quality/Learner Services) (Curriculum) and (Skills for Life and Work/Community Learning) will be reviewed under Soulbury arrangements and new/redesignated posts under the NJC or other appropriate evaluation schemes. It is proposed that any revised gradings will be effective from 31 July 2006.

### **3.0 FINANCIAL IMPLICATIONS**

- 3.1 It is not possible to accurately estimate the total amount of staffing cost savings that will be achieved by this restructure. The final figure will depend on how many Voluntary Early Retirement applications are approved by the Council and the cost/savings in those individual cases, as well as the eventual evaluation of posts in the new structure. However, the proposed structure does allow for an overall reduction in the number of posts and it is anticipated that the level of savings achieved in a full financial year from those reductions will be significant and broadly in line with the amounts estimated in the report to Executive on 1 March 2006.

**JOHN CARTER**  
**BOROUGH OFFICER, ARTS LIBRARIES & LIFELONG LEARNING**