



Classification	Item No.
Open	

Meeting:	Human Resources and Appeal Panel
Meeting date:	25 March 2021
Title of report:	Moving the Pupil Performance Data Analyst post from fixed-term to permanent following review
Report by:	Wendy Jackson, Service Lead: Quality Standards and Performance
Decision Type:	Non Key Decision
Ward(s) to which report relates	Not applicable

Executive Summary:

The post of Data Analyst within the Pupil Performance Data Team was established as a one year, fixed-term post pending review within the restructure of the Education and Inclusion services in July 2019. The post was recruited to in March 2020. An extension has been granted to 30 June 2021 under an operational decision by the Executive Director of Children’s Service to enable the review to take place.

Recommendation(s)

That: The post of Pupil Performance Data Analyst is established as a permanent post within the Education and Inclusion directorate.

Key considerations

Background

The Grade 9 Data Analyst post was created in the restructure in response to changing service need. Over time the Pupil Performance Data Team Manager's role has evolved with a higher proportion of time being spent in designing bespoke dashboards and reports for the Children and Young People's Directorate and in supporting requests from other services within the Children and Young People's Directorate including attendance, the virtual school and school readiness. Requests have also been received from the Greater Manchester Combined Authority. The Data Analyst post provides the capacity to enable this wider work, which contributes to the Directorate's annual self-assessment processes, to take place whilst maintaining service delivery of the core functions outlined below.

The Pupil Performance Data Team's core function is to design, develop and utilise systems to support the collection, manipulation, presentation and analysis of pupil data at pupil, school, pupil group and LA level. This includes services to schools e.g. statutory data collections, data booklets and services to the LA. Services to the LA include presentation of school level performance data to enable the risk assessment of schools in line with our statutory duty and presentation of data dashboards/ bespoke systems for other CYP services including LA performance data for the CYP Directorate's annual self-evaluation, peer review and conversation with Ofsted. It is the cross-service and data presentation for the Directorate which has been the major change which informed the restructure and the creation of the Data Analyst post in July 2019. This post supports the Team Manager in leading on wider Directorate activity and, increasingly, in developing frames to analyse performance data comparing schools and the LA's performance against national, GM, NW and statistical neighbours.

The Data Analyst post contributes significantly to the Council's statutory responsibilities in relation to data collection from schools and our role in knowing the performance of all schools in the borough.

In addition the post contributes to fulfilment of assessment service level agreements with schools. The lean service review of Traded Services has now been completed. The level of demand for the Data Service Level Agreements remains, despite this being the second year with no formal assessments due to the pandemic, and therefore there is a need to retain this full-time post.

In summary, the Data Analyst post enables:

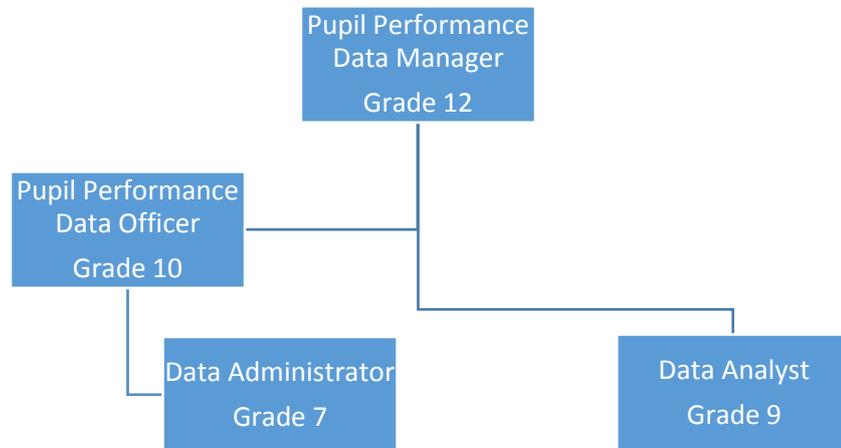
- delivery of the LA's statutory functions in relation to school performance including schools causing concern
- fulfilment of Service Level Agreements with schools and development of the offer
- the Data Manager to undertake work for the Directorate, wider services and regionally

The post also builds resilience in the team in relation to data analysis and the design/formatting of bespoke data presentations.

The Pupil Performance Data Team is situated within the Quality Standards and Performance Service. There is a symbiotic relationship between this team and the Quality Standards and Performance Officers. The Pupil Performance Data Team relies on the assessment and inspection expertise of the officers to inform their work. Similarly, the RAG rated assessment, attendance and exclusions data produced by the Pupil Performance Data Team enables the officers to risk assess Bury schools against clear criteria which is a statutory function of the LA.

The proposal

The proposal is that the post of Pupil Performance Data Analyst be made permanent within the structure of the Pupil Performance Data Team.



Note: Job descriptions for the Data Manager, Data Officer and Data Administrator have been reviewed and are currently undergoing job evaluation.

At present, the Data Administrator post consists of two 0.5 posts; one of these posts is currently vacant however the 0.5 post holder is undertaking agreed additional hours to meet service demands of 0.27. Therefore the team is currently 3.77fte rather than 4.00fte. Permanency of the Data Analyst post will facilitate the maintenance of this situation however further additional hours may be needed at peak times. Previously the service relied on casual workers in the summer months which required time spent in training and supervision. Maintenance of the 0.5 vacancy in this flexible way is more efficient and cost effective and enables the service to be responsive.

The pandemic has impacted on normal service delivery with the cancellation of statutory testing and GCSE examinations however, schools remain committed to SLAs. The team has demonstrated flexibility in meeting the challenges of adapting to these circumstances in providing data services to schools.

It should be noted that this post enables other members of the team to support the Quality Education Partner Traded and LA-Funded work which also remains viable and generates funding for the wider Quality Standards and Performance Service. Whilst the four posts within the Pupil Performance Data Team have distinct roles there is overlap which enables the team to be flexible, respond to demand pressures and ensures resilience.

Funding for the Post

This post is fully funded within the current establishment structure and budget for Children's Services.

The cost of the Data Analyst is approximately £33,100 inclusive on oncosts. The budget is held on Project Code BE71000

Other alternative options considered

1. Extension of the post for 12 months. This option was considered and rejected as it is the skills in data design and analysis, within this post, directly line managed by the Data Manager, which are needed to meet the revised demands on the service. This post builds resilience within the service and succession planning.
2. Non-renewal of the post. This option was rejected following the outcome of the lean service review of Traded Services. Reducing the team to 3 fte would lose the skills outlined in 1, SLAs with schools would not be met and we would once again rely on casual workers, who would require training, at peak times. We would then need to recruit to the 0.5 vacancy. In addition this would impact adversely on the wellbeing of the remaining staff due to the workload and tight statutory deadlines.

Community impact/links with Community Strategy

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*

- (c) *foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis	<i>Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.</i>
<p>The Pupil Performance Data Analyst post was recruited through fair and safer recruitment processes following Council processes. The job description and person specification which underpinned the recruitment process were evaluated as part of the restructure of the Children and Young People's Directorate in 2019.</p> <p>This post contributes to the production and analysis of data linked to pupil characteristics including gender, ethnicity and special educational needs and/ or disability which enables the LA to set strategic priorities.</p>	

**Please note: Approval of a cabinet report is paused when the 'Equality/Diversity implications' section is left blank and approval will only be considered when this section is completed.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
<ul style="list-style-type: none"> • Opportunity to continue to develop bespoke design of data/ information presentation to support strategic decision-making • Service Level Agreements would not be fulfilled • Statutory functions would be at risk in relation to data collection, reporting and our role in risk assessing schools in a timely manner. • Adverse impact on staff wellbeing due to workload and tight statutory deadlines 	<ul style="list-style-type: none"> • Limited capacity would not enable this development • Schools would not receive quality data booklets to support their strategic planning • Five concurrent, statutory data collections between 3 staff would cause undue pressure and require

	additional, trained staff
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Consultation:

Staff within the Pupil Performance Data Team have been consulted on this proposal particularly in relation to the flexible use of the current 0.5 vacancy

Financial information has been checked

Strategic Lead for Education Services and Interim Assistant Director, Education and Inclusion have been consulted and have shaped this report.

Legal Implications:

To be completed by the Council's Monitoring Officer

The proposal within the report must comply with the Council's HR policies and its equalities duties

Financial Implications:

The financial implications are approved as set out in the report

Report Author and Contact Details:

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Background papers:

Job Description - See Appendix 1

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning
fte	Full time equivalent