

AGENDA FOR EMPLOYMENT PANEL



Contact: Kelly Barnett
Direct Line: 0161 253 5133
E-mail: kelly.barnett@bury.gov.uk
Web Site: www.bury.gov.uk

To: All Members of Employment Panel

Councillors : T Rafiq (Chair), R Bernstein, R Brown, S Butler, R Gold, J Grimshaw, T Holt, J Mason and T Pickstone

Dear Member/Colleague

Employment Panel

You are invited to attend a meeting of the Employment Panel which will be held as follows:-

Date:	Wednesday, 20 April 2022
Place:	Microsoft Teams
Time:	4.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of the Employment Panel are asked to consider whether they have an interest in any of the matters on the Agenda, and if so, to formally declare that interest.

3 HEAD OF ADULT SAFEGUARDING *(Pages 3 - 16)*

Report of the Director of Adult Social Services and Community Commissioning attached.

4 EXCLUSION OF PRESS AND PUBLIC

To consider passing the appropriate resolution under Section 100(A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following items of business since they involve the likely disclosure of exempt information relating to employees of the authority.

5 REVISIONS TO THE BUSINESS GROWTH & INFRASTRUCTURE SENIOR STRUCTURE AND APPOINTMENT OF THE ASSISTANT DIRECTOR (REGENERATION DELIVERY) *(Pages 17 - 24)*

Report of the Executive Director of Place attached.

6 URGENT BUSINESS

Any other business which by reason of special circumstances the Chair agrees may be considered as a matter of urgency.



Classification	Item No.
Open	

Body:	Employment Panel
Date:	20 th April 2022
Title of report:	Redesign and Regrade of the post of Head of Adult Services Safeguarding
Report by:	Director Adult Social Services
Decision Type:	Non Key Decision
Ward(s) to which report relates	All

Executive Summary:

With the introduction of the Care Act in 2015 safeguarding of adults became a statutory duty for councils. Since then safeguarding duties have continued to evolve and increase with new duties placed upon council's by government policy. These have included introduction of Deprivation of Liberty Safeguards, Making Safeguarding Personal, Multi-agency Risk Management, Channel, which oversees the Prevent Duty, and persons in a position of trust (PIPOT).

The recent government white paper on Adult Social Care reforms 'People at the heart of care' brings in far reaching change for Adult Social Care over the next 10 years, one element of which is inspection by the Care Quality Commission (CQC) starting in April 2023. The CQC will have the power to inspect any of the over 80 statutory duties relevant to Adult Social Care that the council performs and it has already been announced that safeguarding will be subject to inspection as one of these duties.

To prepare for this a review of the Adult Social Care department's safeguarding functions has been undertaken and the role of Head of Safeguarding has been redesigned to ensure it fully encompasses all the required elements required from the legislation.

The previous role graded at SM2 has been re-evaluated at Chief Officer band A

As this post meets the legal definition of a Deputy Chief Officer its establishment is a matter for the Employment Panel. Appointment to the post would also be progressed via a Members Panel.

Recommendation(s)

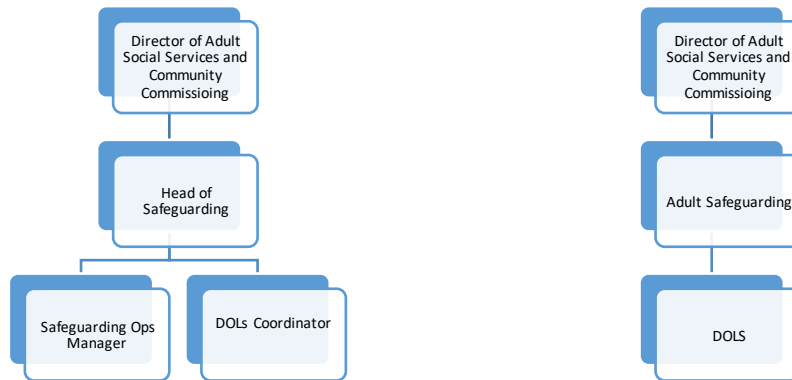
The Employment Panel is asked to:

1. Approve the redesign and regrade of the Head of Safeguarding (SM2) to a new Head of Adult Safeguarding role (evaluated at Chief Offer Band A)

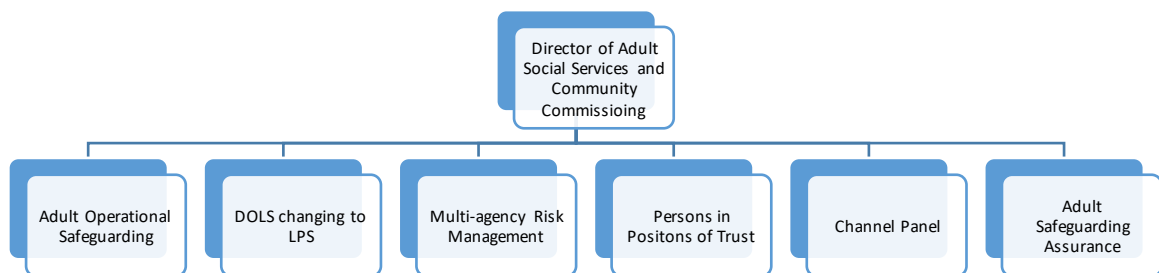
Key considerations

1. Proposal

- 1.1 The current structure beneath the Director of Adult Social Services is set out below along with functions provided.



- 1.2 Ongoing government policy means the number of duty and functions that the council must perform have increased, these are shown below.



- 1.3 Adult Operational Safeguarding is the team that carries out safeguarding investigations for vulnerable adults in Bury with physical disabilities but not learning disabilities or those with significant mental health condition. For these the safeguarding investigation are carried out in the specialist teams.
- 1.4 Deprivation of Liberty Safeguards is the procedure prescribed in law when it is necessary to deprive of their liberty a resident or patient who lacks capacity to consent to their care and treatment to keep them safe from harm. This is being replaced by Liberty Protection Safeguards next year.
- 1.5 Multi-agency risk management is a framework to facilitate effective working with adults who are at risk; where that risk may lead to significant harm or death and the risks are not effectively managed via other processes or interventions
- 1.6 PiPoT is a framework and process to respond to allegations against anyone who works (either paid or unpaid) with adults with care and support needs.

- 1.7 Channel is an early intervention multi agency panel designed to safeguard vulnerable individuals from being drawn into extremist or terrorist behaviour. Channel works in a similar way to existing multi agency partnerships for vulnerable individuals and is part of the councils Prevent duties.
- 1.8 Safeguarding assurance is the quality assurance of safeguarding that occurs in specialist teams and assurance of safeguarding across care and support services.
- 1.9 As all of these are statutory duties of the council there was a risk that the council would be found not to be meeting its statutory duties if these functions were not clearly identified within the responsibilities of a role or post.
- 1.10 To respond to these increased functions and the above risk, the role of Head of Adult Safeguarding has been redesigned and a new job description prepared.
- 1.11 This new role has been evaluated at Chief Officer Band A. The post holder will be responsible for the above functions as well as managing the Adult Safeguarding Operational Team, Allegations and Risk Management team and the Deprivation of Liberty Safeguards Team.
- 1.12 The post is currently vacant and will be advertised with the new job description if agreed by Employment Panel
- 1.13 The post will be a members appointment following technical interviews by senior officers and stakeholders in-line with the procedure for Chief Officer appointments previously agreed by this Committee

Community impact/links with Community Strategy

This role will play a central part in ensuring good governance across the Council, ensuring we are protecting our vulnerable adults and comply with our statutory duties.

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
No equality impacts have been identified. The proposal is in line with the Council's agreed policy and procedures which have been subject to equality analysis

**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
Failure to meet statutory duties and protect vulnerable adults Failure to assure the Care Quality Commission that the council is meeting its statutory duties in forthcoming inspections.	The proposals outlined above seek to mitigate this risk.

Consultation:

Is not required.

Legal Implications:

In accordance with the officer employment rules (section 8 – Bury Council Constitution) the employment panel must agree to establishment and appoint Chief officers and Deputy Chief Officers, as set out in the report the recommendation to Panel is to establish the role. The recruitment and appointment process will then commence in line with our Council procedures.

Financial Implications:

The salary differential has been found within the adult social services department and creates no additional budgetary pressure. The difference required including on costs is £10,000

Report Author and Contact Details:

Adrian Crook, Director of Adult Services and Community Commissioning
Email: a.crook@bury.gov.uk

Background papers:

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

Term	Meaning

JOB DESCRIPTION

Post Title: Head of Adult Safeguarding	
Department: One Commissioning Organisation – Adult Social Care	Establishment/Post No:
Division/Section: Safeguarding Adults & Operational Teams (including DoLS/LPS and Risk and Allegations)	Post Grade: CO Band A
Location: 3 Knowsley Place/Agile, Bury	Post Hours: 37
Special Conditions of Service: Will require work to be carried out outside of core hours.	
<p>Purpose of Role</p> <p>Responsible for the operational and strategic management of an identified Departmental service area in the borough with direct line management responsibility for staff, including statutory responsibilities on behalf of Bury Council, budget management, performance management, continuous service improvement and significantly contributing to planning the future and managing change.</p> <p>Key Tasks of Role:</p> <ol style="list-style-type: none"> 1. Achieve an efficient and effective delivery of service through the management of people, taking responsibility for the formal operation of the Council's policies and procedures on personnel and related matters, e.g. recruitment, grievance, disciplinary etc 2. Take direct line management responsibility for the designated service budget ensuring the achievement of the annual budget target. 3. Have responsibility for the achievement of Departmental performance targets, personal business targets, and for providing a clear and regular account of service performance to Operations Management Team, Departmental Management Team, and Adult Social Care Scrutiny Committee. 4. Ensure the discharge of duties and responsibilities within statutory and Departmental requirements. 5. Contribute to the achievement of Corporate, Departmental and Divisional policies through full membership of the Operations Management Team. 	

6. Ensure the efficient and effective delivery of quality services for individuals within the designated area of service, making innovations and improvements and keeping ahead of a changing agenda.
7. Lead the operational implementation of processes and mechanisms to meet the ongoing requirements of personalisation and self-directed support in the service area.
8. Make a significant contribution to planning the future, the development of strategic plans and change management.
9. Ensure that operational practice is promoted in line with strategic developments in order to maintain quality standards and value for money.
10. Undertake continuous service improvement, utilising Best Value principles.
11. Establish and develop effective links with other key organisations and partners in the community, promoting the principles of joint working and partnership.
12. Coordinate the development of staff and their effectiveness through training, appraisals and regular supervision.
13. Represent the Department with local and national media in order to address relevant issues of local interest.
14. Be responsible for practising the management culture of Bury Council ensuring our Let's Do it principles are embedded in every corner of practice.
15. Brief Departmental Management Team on problems needing resolution and highlight service achievements.
16. Ensure that Performance Management and Quality Assurance is fully implemented throughout the Service managed.
17. Assist as required in implementing the Department's Emergency Plan in the event of a major incident.
18. To provide management support to departmental out of hours services and where appropriate participate with others on a rota which will include responding and providing a home telephone number.
19. To undertake any other duties as may reasonably fall within the purview of the post as required by your manager, ensuring that all duties undertaken are done so in accordance with departmental policies, practices, procedures and standards, including equal opportunities / anti-discriminatory practice

Specific tasks for this role

20. To assist the Director of Adult Social Services in the strategic development and operational delivery of effective, efficient Safeguarding of Adults services within adult social care services and partner agencies.
21. Overall management and leadership of Adult Safeguarding Services and the Unit Management Team.
22. Delivery of Improvement Programme to improve quality assurance and embed making safeguarding personal across social care teams
23. Design and delivery of quality assurance framework for safeguarding in readiness for CQC assurance of the council's social care functions

- 24.To lead multi-agency working in respect of adult safeguarding activity within the borough.
- 25.To produce and publish the annual business plan of the service and lead the delivering of the annual adult safeguarding report.
- 26.To build effective links with lead officers in other statutory agencies and stakeholders including the Police service, Health partners, SPT, Probation and the Voluntary and Independent sector.
- 27.To lead the adult safeguarding team based within Adult Social Care and Health department and to manage a pooled budget for training and organisational development relating to safeguarding.
- 28.Undertake a lead liaison role with the Bury Integrated Safeguarding Partnership (BISP).
- 29.To work with partner agencies to ensure that each agency works to a protocol which is consistent with the local multi-agency Safeguarding Adults Policy and Procedures.
- 30.To provide advice and write reports and briefing papers for senior managers, councillors, partner agencies, etc.
- 31.To take responsibility in conjunction with other team members for arranging case file audits and producing reports on the findings from these audits.
- 32.To ensure that the principles and statutory requirements of the Mental Capacity Act (MCA) (including DOLS/LPS) are understood and adopted by all relevant agencies across health and social care in Bury.
- 33.To act as lead officer for the operational Safeguarding Adults Team, Mental Capacity Act, Deprivation of Liberty Safeguards and allegations and risk management teams .
- 34.To lead on the development and monitoring of the statutory guidance, Making Safeguarding Personal.
- 35.To provide expert advice to managers and practitioners in the implementation of Safeguarding Adults Policy & Procedures, DOL/LP Safeguards, the Human Rights Act and the Mental Capacity Act including its practical consequences.
- 36.To work with the Training and Development Department to ensure training strategies in respect of relevant areas are carried forward. These training strategies will be used to support the Safeguarding Adults Board and its associated sub-groups as well as supporting provider agencies.
- 37.To provide strategic leadership to the Safeguarding Adults Team, the Senior Management Team and the Joint Executive Team (as required) around safeguarding matters / DOL/LP Safeguards and the Mental Capacity Act.

<p>Accountable to: Director of Adult Social Services and Community Commissioning</p>
<p>Immediately Responsible to: Director of Adult Social Services and Community Commissioning.</p>
<p>Immediately Responsible for:</p> <p>Operational Safeguarding Adults Team Manager</p> <p>Safeguarding Adults DOLS/LPS team manager</p> <p>Administrative Officers</p> <p>Allegations and Risk Manager</p>
<p>Relationships: (Internal and External)</p> <p>Internal: Staff of Adult Care, Local Authority, One Commissioning Organisation, Bury Care Organisation, Bury Integrated Care Partnership</p> <p>External: Bury Adult Safeguarding Strategic Board Members, Bury Adult Safeguarding Operational Board Members, Staff of Pennine Care NHS Foundation Trust, Northern Care Alliance, Staff of Voluntary Organisations, Private Providers of Care Services, Police, Probation, Forensic Services, Local Community Groups, Service Users, Carers, Members of the Public.</p>
<p>Control of Resources:</p> <p>All equipment and materials used by the post holder and team. Operational budgets</p>

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:		

Required Experience & Skills (These will be used as the shortlisting criteria)

Key Skills:

1. Ability to make sound pragmatic problem solving decisions which will have a wider service impact. The ability to analyse and make judgements based on principles to tackle difficult problems of a technical, professional, resource or people related nature.
2. Sound partnership working skills including the successful co-ordination of partners to deliver objectives.
3. Ability to challenge existing practices and identify innovative solutions.
4. Excellent abilities in quality improvement and system transformation.
5. Effective research, evaluation and interpretation skills to derive conclusions and plan over the short to medium term.
6. Excellent communication skills with the ability to successfully influence and persuade others and negotiate effective business solutions.
7. Effective people management and performance management skills with the ability to provide direction, leadership and support to individuals and teams.

Qualifications and/or experience:

- A recognised professional Social Work Qualification e.g. Degree in Social Work, DipSW, CQSW or equivalent as recognised by the Health and Care Professions Council.
- A recognised post qualifying award in Social Work or demonstrable evidence of continuous professional development at a similar level.
- Post holders will be required to undertake post qualifying training and maintain records of training in line with HCPC requirements.
- A recognised management qualification or demonstrable continuous professional development in this area.
- A current Health and Care Professions Council Registration and responsibility for maintaining registration with the Health & Care Professions Council.
- Expert relevant experience in specialist area, including sound relevant operational experience.
- Significant post qualification experience in dealing with significant and complex issues.
- Experience of delivering or co-ordinating a quality service to others.
- Experience of managing a budget and contributing to financially related decisions on high level spending
- Experience of managing/leading staff
- Exposure to sharing and supporting initiatives in a political environment

Background information

This role provides leadership of our Safeguarding Service, ensuring the highest standard of social work and safeguarding practice across all of adult social care and the wider care and health system. The service is split into 3 teams and additionally provides safeguarding assurance to our commissioning services

- Safeguarding Operational Team
- DOLs and LPS
- Complex Risk Management
- Quality Assurance Care Services

Overall the service looks to support the development of effective social work practice in safeguarding through support and guidance, policy and training development, audits and practice quality assurance.

The service promotes strengths based, outcomes focused and trauma informed practice and will ensure Making Safeguarding Personal is embedded in practice within Adult Social Care and its health partners and other stakeholders.

It will lead on the professional development of safeguarding across our services, embedding improved quality assurance in partnership with health services and deliver a renewed outcome focus to safeguarding in Bury

In partnership with the Principal Social Worker and designated nurses for safeguarding in health partners the post holder will lead in disseminating learning from Safeguarding Adult Reviews (SARs) to both managers and practitioners.

The service supports the Safeguarding Adults Board (SAB) and contributes towards the efficient and effective running of its operations and subgroups, including developing and delivering Bury policies and procedures.

This includes work with partner agencies to ensure that each agency works to a protocol which is consistent with the local multi-agency Safeguarding Adults Policy and Procedures.

A key element will be to design and deliver robust quality assurance of safeguarding in Bury in readiness for forthcoming assurance of Adult Social Care by the Care Quality Commission.

In addition, the post holder will deliver a system wide improvement program to ensure robust quality assurance of safeguarding across our social work and commissioning teams and ensure making safeguarding personal is fully embedded

The post holder will be responsible for the Safeguarding Operational Team which provide specialist safeguarding to the residents of Bury Council and specialist support across our social work teams.

The Head of Safeguarding role will manage our DOLS/LPS team and will be responsible for implementing the new liberty protection safeguards across council services

In addition the role will manage the Allegations and Risk Management Team which includes Person in a Position of Trust (PiPoT) allegations, Bury Integrated Safeguarding Team Multi Agency Risk Management Protocol, and representation for CHANNEL, PREVENT panels, plus supervision of the following practitioners:

- Advanced Practitioner Complex Risk
- Safeguarding Practice Consultant

ADVERT TEXT

Let's Do It.....

A rare opportunity in Bury Council for a confident leader to join their senior, strategic leadership team as a **Head of Service for Adult Safeguarding**. Building on solid foundations you will lead and further develop multi-agency working in respect of adult safeguarding activity within the borough, ensuring the council and its partners have effective interventions and safeguarding processes. Pivotal to this role will be a commitment to stakeholder and partnership engagement through the Bury Integrated Safeguarding Board, Bury One Commissioning Organisation, Bury Care Organisation and Bury Integrated Care Partnership.

We take a whole system approach to improving outcomes for adults and older people with partnership working at its heart. Strong relationships and structures for joint and integrated system leadership with the NHS are used to plan, commission and deliver health and care services across the borough and we play an active system leadership role with NHS partners within the Bury Integrated Care Partnership.

Key Responsibilities

- Strategic oversight of all Safeguarding functions, including Multi-Agency working, DOLs/LPS, Risk Management, Quality Assurance across all of Bury's social work and care teams.
- Overall responsibility for budget management of services (£1m staffing, up to 20fte staff)
- Future, strategic and operational change management and service improvement ensuring best practice, promoting integration and partnership and delivering and value for money at every stage
- Interface and representative of the Council to Health Partners and wider stakeholders
- Delivering an assurance system for forthcoming Care Quality Commission inspection of Adult Social Care
- Translate and implement national and local policies into practice including the Care Act and Liberty Protection Safeguards
- To support the Safeguarding Adults Board (SAB) and contribute towards the efficient and effective running of its operations and subgroups, including taking a strategic lead in developing and delivering Bury policies and procedures.

- Performance management, coaching and mentoring of safeguarding functions in Bury and their staff.

About you

- You will be an experienced leader with the foresight to innovate both operational functions and strategic service needs
- Strong background in the operational management of Safeguarding services and integrated working functions.
- Astute knowledge of the Care Act, Continuing Health Care, Liberty Protection Safeguards, Assurance and Quality Improvement Practice and excellent working knowledge of Safeguarding and Multi-Agency Working.
- The ability to make decisions that focus on the needs of Service users even in the face of conflicting agendas
- Social Care qualification is an essential requirement for this position.
- You could be a Confident Head of Service seeking a new challenge or an established Service Manager looking for that step up.
- You will have excellent communication skills and be able to liaise with a number of key stakeholders efficiently and effectively.

NOT FOR PUBLICATION

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