

# OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



**TO BE UPLOADED TO THE E-MEETINGS MANAGER**

<b>Date:</b>	<b>Ref No:</b> 1653		
<b>Type of Operational Decision:</b>			
<b>Executive Decision</b>	<input checked="checked" type="checkbox"/>	<b>Council Decision</b>	<input type="checkbox"/>
<b>Status:</b>			
<b>Title/Subject matter:</b> Establish the post of Professional Social Work Educator			
<b>Budget/Strategy/Policy/Compliance – Is the decision:</b>			
(i)	within an Approved Budget	N	
(ii)	not in conflict with Council Policy	N	
(iii)	not raising new issues of Policy	N	
<b>Equality Analysis</b> [Does this decision change or make policy; change or make procedure or working practice? An Equality Analysis must be completed to assess the impact on equality and the relevance of the Public Sector Equality Duty. This should be signed off by your departmental equality representative and accompany this decision form. Please forward a copy to the Equality email for publication].		No	
		<b>Signed: (By EA Officer)</b>	<b>Date:</b>

## Details of Operational Decision Taken *[with reasons]*:

### Historical 2016

Following the departure of the Assistant Director of Adult Operations in May 2016 (LJ), and the Business Manager for Service Development and Quality Assurance (PC), in June 2016, the senior management team has been reconfigured following discussions and agreement with the Executive Director Communities and Well Being.

**1 x FTE Business manager post at Grade 16 (Budget code SX10000), total = £50,900 was disestablished and budget utilised as follows:**

(A) Uplift the existing 1 x 24 hour Professional Social Work Educator Post (student placements), Grade 14, to 1 x 30 hours post creating an Interim Principal Social Worker & Q A Lead post, evaluated at Grade 16, (appointed BJ).

**Cost deducted from budget = £12,238.**

An evaluation of the PSWE post at this time, evidenced a requirement to increase the number of hours required 37hrs (x1 FTE). Backfill of this post is essential to ensure continuity of SW student placements, and support for NQSW's undertaking ASYE is maintained to enable Bury to invest in the workforce and meet vacancy demands.

(B) Utilising a combination of the budget code SX10000 (above), to permanently fund 18.5hrs of the PSWE post that supports programme delivery of ASYE, (Assessed and Supported Year in Employment, increasing numbers of NQSW's, Newly Qualified SW's, have been recruited to Bury from student placements over the last 4 years).

**Cost deducted from budget = £22,500** evaluated at Grade 12.

Then combine the income received into the Practice Learning budget, that is generated by payment of the daily placement fee for SW students, (allocated by the DoE), and the income paid by Skills for Care to employers who deliver the ASYE programme.

These together **attract an annual income of up to £30,000 p.a. total = £52,500**

Total combined budget for PSWE post grade 12 at 37 hours per week = £41,438

The remainder of Budget SX10000 £16,200 was used together with a permanent reduction in hours from 37 to 14, budget SX30002 £33,200 to create an Advanced Practitioner in Locality teams Grade 13, SCP 40 at a cost of £47,541.

### Present situation

Bev Johnson has now been appointed to the Principal SW post permanently leaving her previous 24 hour PSWE post with students vacant.

Sheila is currently covering 2 posts within her 37 hour contract as follows: 18.5 hours PSWE Students and 18.5 hours PSWE ASYE

### Proposal

To continue to meet the needs of the service in relation to student intake, Practice Educator training and providing the ASYE programme to newly qualified social workers, I recommend combining both PSWE posts as follows: Reduce previous PSWE post at 24 hours to 18.5 hours to make 1 x FTE 37 hour post covering all areas of practice learning.

Duties and responsibilities of the combined post will then also take on responsibility for day to management of the practice learning budget. The budget will continue to have oversight of the PSW. The PSWE post is placed at PCF level descriptor as Advanced Practitioner and has been evaluated at Grade 13 SCP 40 £47,541 including on costs, (£48,000 with expenses).

### Salary changes:







(C) Current vacant post PSWE students 24 hours Grade 13 SCP 42 = £32,500 including on costs.

(D) PSWE ASYE post 18.5 hours Grade 12 SCP 39 (from SX10000) = £23,000 including on costs

Total salary for C+D = £55,500

Combined PSWE posts into 1 x 37 hrs post at Grade 13 SCP 40 = £48,000 including on costs

**Salary savings achievable with this proposal = £7,500**

Decision taken by:	Signature:	Date:
Interim Executive Director, Resources & Regulation		10/10/18
Head of Workforce – Communities & Wellbeing		19/10/18
Interim Executive Director, Communities & Wellbeing		18/10/18
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member/Chair		27/11/2018
Lead Member		27.11.18
Opposition Spokesperson		10/1/2019

#### Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where an Executive Director considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**

