



<b>Classification</b>	<b>Item No.</b>
<b>Open</b>	

<b>Meeting:</b>	HR appeals committee
<b>Meeting date:</b>	25 <sup>th</sup> February
<b>Title of report:</b>	Establishment of permanent post – Social Development Assistant
<b>Report by:</b>	Cllr Andrea Simpson, Health and Wellbeing
<b>Decision Type:</b>	Non key decision
<b>Ward(s) to which report relates</b>	All

### **Executive Summary:**

### **Recommendation(s)**

That: In the Social Development Team, Public Health, the Social Development Assistant fixed term, full time post currently funded through transformation money is continued and becomes a permanent post within the establishment.

### **Key considerations**

#### **Background**

A key function of the council is to provide strategic leadership and to commission and develop appropriate services to assist in improving and protecting the health of Bury residents.

The Assistant role is an essential role to service delivery especially with all the work that is happening with digital transformation and the enhancements with The Bury Directory (TBD) which is an innovative solution to a legislative requirement set out by three statutory services. These services are the Care Act 2014, Children and Families Act 2014 and The Childcare act 2006 (*all governed by Ofsted and CQC*).

Since 1<sup>st</sup> January 2019, the current post was established and recruited to on a grade 5, which was fully funded through the transformation fund until March 21, with the

intention as part of the transformation exit plan to become part of the core team, pending a review of funding. Capacity is required with the team, to provide the day to day work to ensure we continue to have a positive impact on the statutory duties that the Bury Directory covers and also the self-care agenda area of work.

The current post holder was successful in acquiring the post following an open and fair recruitment process within the Social Development Team as an apprenticeship on the Bury Council scheme, which has given an apprentice a position within the Authority, which is very positive.

This is a vital post within the team to support the delivery of a quality, effective and efficient service that the professionals and public want, particularly around understanding the data store of TBD system and on social media content and interaction. The post ensures that they fully understands what support the team require, the benefits of the work we do and functionality of the TBD system, ensuring everything works effectively and efficiently contributing to the delivery of a high quality service, which we need to .

The post is part of the Social Development Team, within Public Health, who work in collaboration with the community and Primary Care teams, Integrated Neighbourhood teams, Community Hubs, VCFA, police and fire service and local businesses.

### **The proposal**

Proposal to create a permanent full time, Social Development Assistant post at grade 5, in the Social Development Team Structure, Public Health Service (replacing the SDA funded post that has been fully funded through transformation money for the last two years). The post is required permanent to enable the continuation of a positive impact on the statutory duties that TBD covers, the health promotion and self-care agenda area of work and developing, delivering and maintenance of the Directory.

Up to March 21, the post has been funded by transformation funds, with the exit plan that this post would be then funded by core budget. The post is graded at Council grade 5, SCP 5, and the total costs for this post with on cost is £24,723.82 which can be met from within the service budget.

The Development Team was originally within the Social Development Team, which with the restructure changed to become part of the Public Health Service. As the Head of Service post was disestablished and the team split up across different specialisms, according budgets transferred with the resource. A Virement was completed to transfer an amount of money from the wider budget into the Development budget, enabling finances to be available for the continuation of a full time, permanent post into the establishment.

The case for the post to become permanent with the establishment is supported by the Director of Public Health, Lesley Jones.

The post is essential to the service and the post is required in the team structure following transformation to enable the day to day work required for the three

statutory duties and TBD to continue to be developed in line with the present and future needs of Bury Council, our partners and the public.

### **Other alternative options considered**

- It's a statutory duty to deliver this service, therefore we have a legal obligation. Repercussions of not having the capacity with the team to deliver the statutory duties would far outweigh the cost of this post.
- Considered temporary role, but the workload isn't temporary with the statutory duties and a further cost would incur to keep training post up with skills that are required for the system being used.
- There is no capacity with the team to pick up extra work nor the skillset for some of the work required.
- No capacity or skillset within the wider team Public Health Team

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### **Community impact/links with Community Strategy**

The social development has many community impacts and is a vital tool that links and supports many of the current and future strategies and priorities.

1. Impact of Covid-19 has shown an increase in professionals and the public accessing the Bury directory for information. Having the capacity within the team has enabled a specific area on the directory to be developed and updated regularly for Covid information and a Covid-19 pathway for professionals and public. Covid has really highlighted the community need and want the digital information to support them.
2. TBD has a role in the Covid recovery and transformation plan, building back better.
3. TBD is a vital online tool for information, signposting and advice that is part of the Local Authority/Public Health preventative agendas especially around the 5 ways to wellbeing and self-care agenda.

The directory

- supports individuals to access local groups and services, helping people to help themselves and to become less reliant on services
  - connects to/with social community groups
  - provides training to both individuals and groups which enables them to access local support within their community and helps with the digital inclusion agenda
  - has all the NHS information in one place to access
- 4 TBD has a carers channel that promotes a wider range of local community activities and support specifically for both young and adult carers
  - 5 Links and supports the health and care recovery plan – resilience rather than reliance.
  - 6 Links community with the loneliness agenda
  - 7 TBD has a part of the valuable work of the communities' arm of the Bury 2030 vision and strategy passing power back to the individual and communities.

- 8 With having a business channel, TBD is a great resource for local community businesses, helping their staff to look after their wellbeing.

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**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.*

<b>Equality Analysis</b>	<i>Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.</i>
	<p>The Social Development Assistant post originally went through a fair and thorough recruitment process, in line with Bury Councils recruitment policies and procedures. The post has been moderated/evaluated (Aug 2018) ensuring that the salary is fair in line with the duties of the post.</p> <p>This position contributes towards essential maintenance and upkeep of The Bury Directory, ensuring that the offer remains fully inclusive to all, enabling public and professionals, including diverse audiences and those with a disability to access information, advice and services from anywhere, at any time.</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.*

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## Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
<ul style="list-style-type: none"><li>• Loss of investment that the Council has put into the position already</li><li>• Without this post it significantly impacts on the teams ability to undertake the three statutory requirements/ duties of the Care Act, Children and families Act and SEND Local Offer (all governed by Ofsted and CQC).</li><li>• Loss of ability to carry out development of duties required to deliver a quality, effective and efficient service for professionals and public</li><li>• In danger of seeing a reduction in users and people not using the directory or the tools it has to its full capacity if duties not picked up to deliver an efficient service.</li></ul>	To ensure the delivery of statutory requirements and ability to carry of require duties will need a post put into the establishment.

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## Consultation:

- The team have been consulted with regarding the needs and skills required
- Through wider team and public engagement there is the drive to develop the service further
- Trade Union have been briefed with regard to the fixed post becoming a permanent post within the establishment

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## Legal Implications:

This can proceed with the usual caveats around following the correct HR policies and ensuring equality.

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## Financial Implications:

No implications, the costs can be met from within the service budget

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**Background papers:**

social development  
Assistant - JD and p

**Job Description**

THE BURY  
DIRECTORY STAFFING

**Structure chart**

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

Term	Meaning
TBC	The Bury Directory