

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 18 th November 2021	Ref No: 2082
Responsible Officer: Beverley Johnson Principal Social Worker Adrian Crook – Director of Adult Social Services	
Type of Decision (please refer to MO Guidance):	
Key <input type="checkbox"/>	Non-Key <input checked="" type="checkbox"/>
Freedom of Information Status: <i>(can the report go in the public domain)</i> Yes	
Title/Subject matter: Create 1.0 WTE Adult Social Care Quality Assurance Officer – Grade 14	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	No
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

Summary:

In April 2022 the Health and Care Bill will be enacted. For the first time in 19 years this introduces a role for the Care Quality Commission to inspect Adult Social Care to ensure local authorities meet their statutory duties contained within the Part 1 of the Care Act.

The Care Act contains 80 individual duties that may be inspected. These range from our provision of assessments to people who need care and support to the safeguarding of adults at risk. From the provision of information and advice, right through to the ensuring there are sufficient high-quality care and support services available in a borough for all residents, even those who fund their own care and have no contact with the council. From delivering financial assessments to market oversight and supporting care providers who fail.

The full duties are available to view here and contained within Part 1 of the Care Act <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Local Authorities have previously only been subject to inspection in Children's Social Care by Ofsted, the health and care bill brings in a similar system for Adults but by the CQC.

Inspection will require the delivery of large amounts of assurance and evidence that statutory duties are being met and delivery of this assurance requires the development of quality assurance systems and for them to be embedded through our social work, safeguarding, commissioning, finance, and performance teams.

This is a large task and additional resources are needed within the department, dedicated to this, to deliver this assurance framework.

This post represents the first in what may yet need to be a number as the method of assurance becomes clearer nearer April.

The job description is below

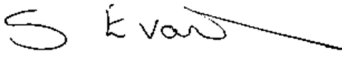
It has been moderated and graded at grade 14

Its is a new post and does not replace any existing post.

The financial resources have been secured from within the departments existing budget

The lack of a dedicated resource of the systems to deliver assurance and the lack of clarity on the assurance framework being developed by the CQC is currently listed on the departmental risk register.

CQC finding the local authority's Adult Social Care Services to be inadequate or requires improvement would risk reputational and finance damage to the authority.

Wards affected: N/A		
Consultations: N/A		
Scrutiny & Review Committee Interest: N/A		
Options considered:		
Decision		
To establish the post of Adult Social Care Quality Assurance Officer – Grade 14		
Decision made by:	Signature:	Date:
Executive Director		26 November 2021
S151 Officer		8/12/2021
Director of People and Inclusion Sam McVaigh		10/12/21
Members Consulted		
Cabinet Member – Councillor Simpson		26 November 2021
Lead Member – Councillor Rafiq		13/12/21
Opposition Spokesperson	N/A	

Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet 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 if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.

JOB DESCRIPTION

Post Title: Adult Social Care Quality Assurance Officer	
Department: Bury Integrated Care Collaborative	Post No:
Division/Section: Practice Learning	Post Grade: 14
Location: Agile working	Post Hours: 37
<p>Special Conditions of Service:</p> <ul style="list-style-type: none"> The nature of this post is not always predictable and will require the post holder to work flexibly and outside of normal working hours to meet unplanned service requirements. Ability to travel inside and outside the Borough, on occasion transporting customers or colleagues as required in accordance with corporate car user policy for which expenses will be payable in accordance with the council's conditions of service. Satisfactory DBS disclosure at the enhanced level to be renewed in line with the authority's timescales. 	
<p>Purpose and Objectives of Post:</p> <p>To support the Principal Social Worker with research, development, delivery and implementation of quality assurance and practice improvement projects, including those related to the Delivering Excellence in Social Work programme, preparing for annual CQC inspections, Sector Led Improvement risk assessments and Employer Health checks.</p>	
Accountable to: Director – Adult Social Services and Community Commissioning	
Immediately Responsible to: Principal Social Worker	
Immediately Responsible for: N/A	
<p>Relationships:</p> <p>All staff within the Department and across the Council.</p> <p>NCA, LCA, Community Services Bury, GMP and other Professional Organisations</p> <p>Customers and members of the public ships: (Internal and External)</p>	

Control of Resources

- Mobile phones
- ICT equipment
- Other resources delegated to the post holder.

Our Commitment to you	Our expectation from you
· Provide strong, honest and visible leadership	Listen, be open, honest and friendly
· Reward your commitment and hard work	Be efficient , flexible and professional
· Care for your health and well being	Care for your health and stay active
· Listen to you and put your ideas into action	Tell us how we can improve
· Support you to give something back	Give something back whenever you can
· Offer opportunities to learn and grow	Take opportunities to learn and grow
· Be one team, one council	Be one team, one council
· Believe in you	Believe in yourself and our borough

Role and Responsibilities:

- To support the Principal Social Worker in delivering key quality assurance and improvement projects across the department and wider health and social care system
- To lead on the preparedness for the forthcoming CQC inspection regime in Adult Social Care being implemented as part of the Health and Care Bill, this will include social work, safeguarding and commissioning.
- Responsible for interpreting and analysing high level large documents to identify requirements and design responses relevant to, annual CQC inspections of adult social care, quality improvement projects and any other related government driven reports that may arise.
- To lead on multiple projects which contribute to the Delivering Excellence In Social Work Programme, be able to manage competing demands.
- Responsible for implementing robust processes to ensure successful implementation of projects to agreed specifications and deadlines
- To design new initiatives and approaches with the involvement of stakeholders from across the health and social care system to ensure that they can be adopted and implemented effectively and efficiently.
- To take responsibility for organising and facilitating internal and multi-agency implementation groups to successfully implement new initiatives and ways of working
- Provide constructive challenge to staff at all levels (including senior management) - and have the authority to do so.
- To adopt an inclusive and relational approach to project design and delivery which ensures the voice of the customer and that of the end user is heard and incorporated into plans.
- To develop workshops and training for staff from Council and stakeholder organisations to assist in successful implementation of projects.
- To attend, when required, meetings and events outside the borough to gain insight into new developments and innovations and liaise with

other boroughs as to their merits with a view to recommending implementation.

- Develop and maintain good and constructive relationships with other organisations including external care providers, the NHS Bury Clinical Commissioning Group, Pennine Care, VCFA and other departmental teams.
- Produce reports, to include recommendations, information, data and feedback mechanisms that inform the department and relevant project groups and programme boards of progress and challenges related to specified pieces of work.
- To liaise with relevant external bodies and represent Bury Council where appropriate
- To set up systems to actively monitor the implementation of projects and ensure problems and risks are escalated appropriately.
- To support the Principal Social Worker in leading the department, its services and partners in embedding a continuous Social Work Practice improvement culture within the delivery of all services.
- The role involves a level of emotional stress that is typical of a demanding assistant team manager role.
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign: B Johnson	Date: 18/10/21
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

**DEPARTMENT FOR
JOB TITLE**

CORE BEHAVIOURS FOR THE POST (Please tick those relevant)			
Commercial Thinking & Analysis		Planning	
Customer Service		Developing Self & Others	
Delivering Results		Teams, Networking & Partnerships	
Values, Ethics & Diversity		Adapting to Change	
Delivering a Quality Service(Continuous Improvement)			

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualification in Social Work or equivalent, at least 5 years' post qualifying experience within adult social care, an understanding of the role of Quality Assurance and Practice Improvement, PRINCE 2 or equivalent in project management	✓	
Detailed understanding of health, wellbeing and social care policy agendas and objectives.	✓	
Good knowledge of Local Government and its role in supporting the most vulnerable people	✓	
Proven track record of project management and the ability to lead, co-ordinate and deliver a number of complex projects within a wider programme and bring to their successful delivery.	✓	
Ability to develop good and constructive wide range of relationships both within and outside the department,	✓	
Well-developed analytical skills and the ability to question; persuade and influence others.	✓	
Ability to analyse, interpret and present statistical data and narrative information and make recommendations based on this analysis.	✓	

Experience and ability to manage team budgets, including invoicing, creating orders and making payments on relevant systems.	✓	
Excellent IT, verbal, and written communication skills.	✓	
Ability to use a variety of research tools; databases; reference publications.		✓
Experienced in the use of business improvement and project management techniques	✓	
Experience of autonomous working delivering projects in a multi-agency environment sometimes within tight timeframes.	✓	
Experience of working with council managers and service leads.		✓
An understanding of vulnerable client groups		✓
Experience of working and engaging with adult social care providers and/or services.	✓	
Evidence of professional development through a process of training and development.	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Application	Professional Social Work Qualification or equivalent, formal project management or improvement qualification such as PRINCE 2
Presentation/interview	Demonstrable ability to present information effectively both through presentations, reports and using effective publicity.
Application/interview	Proven track record of project management and the ability to lead, co-ordinate and deliver a number of complex projects within a wider programme and bring to their successful delivery.
Application/interview	Demonstrable evidence of well-developed analytical skills and the ability to question; persuade and influence others.
Application/interview	Ability to analyse, interpret and present statistical data and narrative information and make recommendations based on this analysis.
Application/Interview	Experience and ability to manage team budgets, including invoicing and making payments.
Application/interview	Demonstrable experience of delivering multiple parallel projects in a multi-agency environment, without the need for close supervision.