

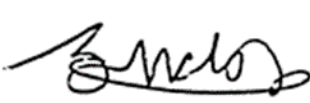



**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 10 May 2022	Ref No: 2108
Responsible Officer: Andrew Crawford	
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: Permission is requested to increase staffing resource at Equipment Service to meet increasing demand.	
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: Permission is requested to increase staffing resources at Equipment Services to meet increasing demand as outlined below.	

Wards affected: N/A		
Consultations: N/A		
Scrutiny & Review Committee Interest: N/A		
Options considered: If we keep the current establishment, we will not meet the demands of the service.		
<p>Decision</p> <p>Equipment Services is an essential service which plays a key role in enabling urgent hospital discharges, prevents bed blocking, hospital admission, and also provides support for end-of-life care at home.</p> <p>It is therefore recommended that approval is granted for</p> <ul style="list-style-type: none"> • The temporary drive / fitter post and the current post holder (Grade 6) to be made permanent. The post holder has been employed for 13 months. • Increase the established Storekeeper Warehouse Operative (Grade 6) by 17 hours from (20 to 37 hours).and recruit to the vacant post • 		
Decision made by:	Signature:	Date:
Executive Director – Strategic Commissioning		1 June 2022
S151 Officer		14/6/22
Director of People and Inclusion Sam McVaigh		16.06.22
Members Consulted [see note 1 below]		
Cabinet Member		04.07.22
Lead Member		
Opposition Spokesperson		

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.

1. Purpose of Document

The purpose of this document is to obtain permission to increase staffing resources at Equipment Services to meet increasing demand by making the temporary driver fitter post permanent and extending the hours of the vacant Storekeepers post from 20 hours per week to 37.

2. Overview

Bury Council's Equipment Services provides an essential service to the residents of Bury. The service works in partnership with Health and Social Care services to provide daily living aids to help people maintain their independence enabling them to continue living in their own homes and remain as self-reliant as possible.

In order to meet the increasing demand from the modernisation of the Intermediate Care Service, provide a more responsive service and offer a same day delivery, additional resources are required to achieve this and prevent delays in discharge.

3. Proposal

In October 2020 permission was granted to recruit an additional Stores Driver / Fitter and increase the Storekeepers post hours from 20 to 37 hours on a temporary basis to cope with the increasing demand and enable the service to be more responsive.

The additional resources have made a huge difference to the service making the service more responsive and now offering the same or next working day delivery for urgent equipment which has helped facilitate urgent patients discharged which prevents bed blocking.

Demand for the service continues to increase and there is now a requirement to maintain the current staffing levels. Permission is therefore requested to make the post permanent. There is sufficient money within the staffing budget to finance the additional post and hours increase which has been confirmed by our Finance Manager who supports our service.

4. Costings

The proposed changes will mean that the additional costs (which have been budgeted for the past 18 months) will become permanent costs which are detailed below :-

Additional Requirements

• Driver/ Fitter (Local Authority Grade 6 with on costs)	£25,114
• Store Keeper/Warehouse operative's to full time 37hours Difference at 17 hours @ Grade 6 plus on costs	£11,824
	£36,938

5. Financial Implications

The funding for the permanent recruitment of a driver/fitter post (currently a temporary post) and extending the hours of the vacant Storekeepers post from 20 hours per week to 37 hours per week is contained within the existing Integrated Community Equipment Service (ICES) budget provision and therefore no additional budget pressure will be created as a consequence of approving this proposal.

As part of the monthly budget monitoring process Finance will track the expenditure linked to the ICES budget ensuring that all expenditure aligns to the costs set out in this report. Any financial risks/pressures identified will be highlighted to the budget holder as part of the monthly budget monitor cycle whereby an action plan will be deployed to mitigate any financial risks/ pressures.

6. Staffing Implications

The temporary driver / fitter post has been filled by Bury ACES member of staff. As the postholder has been in post for over 12 months, was formally interviewed at the time and met the benchmark, HR have confirmed that the temporary member of staff can be slotted into the post and made permanent.

With regards to the vacant storekeepers post it is proposed to fill via the normal HR recruitment process.

7. Recommendation

Equipment Services is an essential service which plays a key role in enabling urgent hospital discharge, prevents bed blocking, hospital admission, and also provides support for end-of-life care at home.

It is therefore recommended that approval is granted for

- The temporary drive / fitter post and the current post holder to be made permanent.
- Increase the established Storekeeper warehouse operative by 17 hours and recruit to this post

