

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 22/07/2022	Ref No: 2119
Responsible Officer: Beverley Johnson	
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:	
Social Work Practice Learning Team - Change of Establishment – addition of Social Work Practice Development Officer post and uplift of Professional Social Work Educator Post to Social Work Practice Development Lead	
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]	It will have a positive impact on the Councils Adult Care Services ability to recruit, retain, and increase continuous professional development of Social Workers.

Summary:




This paper sets out the council's proposal to support recruitment, retention, and development of our social work workforce to ensure we have a sufficiently trained, competent and confident social work workforce to deliver high quality support to the population of Bury.



Wards affected: All, this service covers the whole of Bury.

Consultations:**Scrutiny & Review Committee Interest:****Options considered:****Decision**

To agree the proposed establishment changes to the Social Work Practice Development team and updated reporting structure as a basis for consultation.

Given the lack of any negative implications for employees and need to progress these changes at pace, the intention is to seek Trade Union support for immediate implementation based on the agreement of affected individuals. – If this is not possible the proposals will be subject to a period of 30 days consultation.

Decision made by:	Signature:	Date:
Director or Chief/Senior Officer		12 August 2022
S151 Officer		4/8/22
Director of People & Inclusion		09.08.2022
Members Consulted [see note 1 below]		

Cabinet Member	Cllr Rafiq		09.08.2022
	Cllr Tariq		12 August 2022
Lead Member		NA	
Opposition Spokesperson		NA	

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.

Background:

With the upcoming Care Quality Commission Inspection of how the council meets its adult social care legal duties it is more important than ever that the council recruits, retains and develops sufficient social work capacity to meet these legal duties and meet them well.

It is vital that the council is both able to recruit and retain a social work workforce as there is a significant risk it will not be able to meet the statutory requirements of the government reforms if it has insufficient workforce to do so. This will cause public frustration but also reputational damage as a failure to meet statutory duties may result in an Inadequate rating of the council by the Care Quality Commission.

The department has proved itself able to retain newly qualified social workers who have completed their training within Bury, however currently we take very few. Retaining students provides a pipeline of social work staff for the department and helps address workforce turnover but is an opportunity we are currently missing. Now more than ever it is essential we increase the number of training places the council currently provide

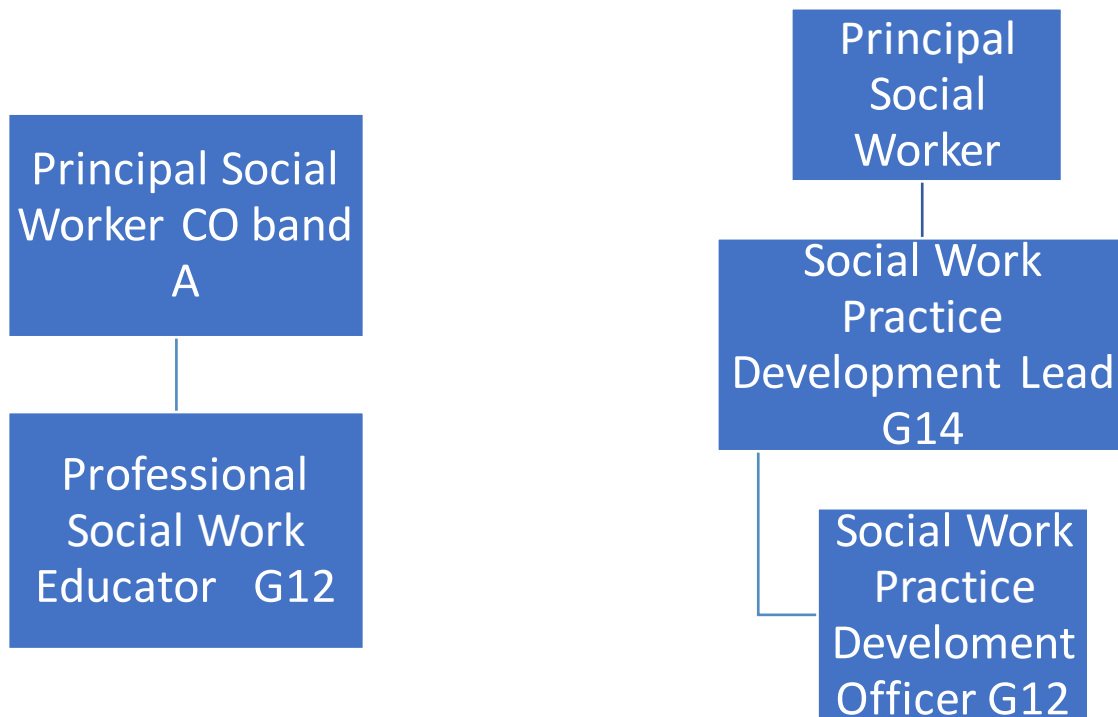
It is also vital as many of our unqualified social workers can undertake the formal qualification. This not only ensures they are retained by the council but also aids the development of the workforce.

1. To enhance our workforce, develop these staff and demonstrate the council's commitment to developing its workforce through the use of apprenticeships we will more than double the number of social work qualification apprenticeships undertaken. This will rise from 2 last year to 6 this year and more the year following. The apprenticeship levy will cover any additional costs of training, there are no additional employment costs as these workers are already employed.
2. During our co-design sessions the workforce told us it was important to have ongoing opportunities for development at all levels, especially opportunities to develop specialist areas of practice for experienced Social Workers which has been cited in leavers feedback surveys as a reason to leave Bury.
3. In response to this over the next 12 months the workforce development team will seek to identify a suitable master's programme with a relevant provider and shape this to meet our needs for delivering specialist practice in areas such as complex safeguarding, risk management and learning disability and autism. The aim is to make this programme available to a number of the social work workforce from 23/24.
4. To support these additional students, apprentices, practice educator training and ongoing advanced learning CPD, additional resources are required in the department's workforce development team. Currently the principal social worker supported by 1 workforce development officer are responsible for these initiatives. To manage the increase in workload this team will be expanded by 1.0 workforce practice development post.

Structure:

Current

Proposed



Recruitment

Following council HR policy, the Grade 13 Professional Social Work Educator will be slotted into the Social Work Practice Development Lead due to over a 60% match in roles.

Given the lack of any negative implications for employees and need to progress these changes at pace, the intention is to seek Trade Union support for immediate implementation based on the agreement of affected individuals. – If this is not possible the proposals will be subject to a period of 30 days consultation.

The new post of Social Work Practice Development Officer Grade 12 will be advertised internally ringfenced to enable the appropriate level of Experienced Social Worker to apply from across adult care.

The recruitment will entail advertising using Greater Jobs website for internal Bury applicants, followed by shortlisting and interview. Should this fail to appoint to the post a further recruitment process will follow using the Greater Jobs system external and internal.

Not creating this extra capacity will prevent the department's ability to take students, develop first year of practice social workers (AYSE), train apprentice social workers and progress qualified social workers to experienced social workers.

Not creating this capacity will also hinder the department's ability to provide continuous professional career development opportunities for our more experienced workforce which was cited as a major reason for staff not being retained in engagement sessions and exit interviews.

Both new roles have been evaluated and moderated in-line with Council policy.

Funding

The cost of these changes is £56,394. This budget has been found within the department by reconfiguration of the existing workforce development budgets and therefore the net effect on the Adult Social Care budget is zero and creates no extra pressure on council budgets. The funding is from a number of sources including the increased income from training places which after paying the practice educator will be £1,000 per student, a recurrent underspend identified from within the training budget and another budget within the OCO Directorate.

Appendix:



JOB DESCRIPTION

Post Title: Practice Learning Team Lead	
Department:	Establishment/Post No:
Division/Section:	Post Grade: 14

Location:

Post Hours: 37

Special Conditions of Service:

- 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 line 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.
- To maintain registration and compliance with the appropriate body for Professional Registration
- Participate in all team arrangements for effectively managing the workflow.
- Be able to demonstrate meeting the required PCF and KSS competencies for this level of SW post (see links below)

<https://www.basw.co.uk/professional-development/professional-capabilities-framework-pcf/the-pcf/advanced-social-worker>

<https://www.basw.co.uk/about-basw/code-ethics>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/411957/KSS.pdf

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

Purpose and Objectives of Post:

- To be responsible for the oversight, monitoring, reporting on meeting agreed student placement targets and collecting all placement income from universities.
- To oversee the arrangements and agreements between providers of education and training and workplace situations by contributing to arrangements for selection, curriculum delivery, assessment, evaluation, and quality assurance.
- To oversee and support the Social Work Workforce Development Officer (SW WDO) to negotiate, manage and problem-solve difficult placements or failing students in accordance with the Universities and Student Practice Educators to sustain placements wherever possible.
- To input into university-based programme provision and student intake, oversee the quality of student placements
- Responsible for overseeing and collection of university student placement fees in conjunction with the budget advisor.
- To oversee the ASYE programme within Bury Adults and facilitate the learning and development of NQSW's in accordance with the Professional Capability Framework, and the professional progression pathway.
- Responsible for registering with Skills for Care ASYE funding programme and collection of payments in conjunction with the budget advisor.
- To develop the knowledge skills, values and Continuous Professional Development of other SW's in practice by identifying and developing learning programme's.
- Develop a Practice Learning Strategy that meets the needs of the social care workforce, the requirements of the professional regulator
- To provide a comprehensive advisory support service to all areas within the practice learning remit.
- To analyse, lead, consult, report and deliver on practice learning key priorities and projects across Adult Care with contributions from the SW WDO.
- To undertake day to day management of the Practice Learning budget in conjunction with the budget advisor.
- To attend Greater Manchester Partnership meetings and act as lead to provide interpretation, guidance, and advice to the Principal SW for Adults on the operation of regulations, legislation and developments in the area of regional and national SW practice and development, and practice learning for Social Workers.
- To advise and support Managers with issues related to Professional Regulatory Standards and concerns around fitness to practice.
- To undertake professional reflective group supervision of other SW's where the manager is not a registered SW e.g, Nurse.

- 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.

Accountable to: Director of Community Commissioning (DASS) Bury One Commissioning Organisation

Immediately Responsible to: Principal Social Worker Adults

Immediately Responsible for: Social Work Workforce Development Officer

Relationships: (Internal and External)

All staff within the Department and across the Council.

NCA, LCA, Community Services Bury, GMP, Universities, and other Professional Organisations

Customers, carers, and members of the public.

Control of Resources:

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

PERSON SPECIFICATION ADULT CARE SERVICES

PRACTICE LEARNING TEAM LEAD

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Possession of a recognised Social Work qualification (Social Work Degree, DipSW, or equivalent)	✓	
Current registration with the relevant professional body (e.g. Social Work England)	✓	
Demonstrable commitment to CPD and confirmed willingness to undertake a relevant management qualification	✓	

Practice Educator Stage 2 Award with experience of mentoring students and Practice Educators	✓	
Experience of team budget management	✓	
Ability to effectively convey social work knowledge and practice skills to others in a way appropriate to their learning style	✓	
Ability to organise own workload and problem solve with minimal supervision	✓	
Ability to work effectively with universities to influence student processes pathways and social work curriculum	✓	
Experience of arranging and managing quality student placements, and apprentice schemes	✓	
Ability to develop effective working relationships with relevant organisations (i.e., universities), individuals (e.g., students, tutors practice educators) and other agencies.	✓	
Ability to maintain accurate records and produce analytical reports with the use of information technology systems and software		✓
Knowledge and understanding of safeguarding adults procedures	✓	
Knowledge of the ASYE/SW apprenticeship/Practice Educator programs	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Application	Significant current/recent experience practising as advanced practitioner PCF level
Application	Practice Educator Stage 2 Award with experience of mentoring students and Practice Educators
Application	Ability to convey necessary knowledge and skills to Practice Educators to enable them in their role with students. For example

	problem solving with students, mirroring reflective practitioner skills with students and taking responsibility for their own CPD
Interview	Ability to provide an active role in identifying the CPD needs of qualified social workers within the organisation and contribute to the annual SW training programme
Application	Ability to generate, monitor, report on and meet agreed student placement targets and ensure income generated from placements is collected for the department.
Application	Ability to work effectively with universities to influence student processes pathways and social work curriculum
Application	Ability to develop effective working relationships with relevant organisations (i.e., universities), individuals (e.g., students, tutors practice educators) and other agencies.
Interview	Demonstratable experience of successful negotiation skills to deal with conflict
Application	Theoretical knowledge and understanding of the need to apply anti-discriminatory, person centred principles and values to practice.
Interview	Experience of writing reports using a range of IT programmes and software, ability to analyse relevant data and information
Application	Knowledge and understanding of safeguarding adults procedures
Application	Thorough understanding and knowledge of health, social care and practice learning Legislation, Guidance and Policy
Application	Ability to develop and deliver training and development sessions to students, practice educators undertaking the Stage 1 & 2 Award and NQSW's
Application	Ability to communicate complex information clearly and concisely both verbally and in written form in a range of contexts
Interview	Experience of managing team budgets



JOB DESCRIPTION

Post Title: SW Practice Development Officer	
Department: One Commissioning, operations	Post No:

Division/Section: Practice Learning	Post Grade: 12
Location: Agile working between home and Bury bases	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. • Work in accordance with the SW Code of Practice • To maintain registration and compliance with the appropriate body for Professional Registration • Participate in all team arrangements for effectively managing the workflow. 	

Purpose and Objectives of Post:

To strategically contribute to workforce development across the Adult Social Care Division

To represent the department and Council at local, regional, and national level in relation to the Social Care workforce.

To raise the quality of Social Work across the One Commissioning Organisations Operations department

To support the Practice Learning Team Lead to deliver the Council's responsibilities in relation to Social Work Students /Apprenticeships /ASYE/Practice Educators

- To promote customers in maintaining choice and control of their lives.
- To chair a range of meetings e.g., Planning, offer expert support to university student meetings and produce high quality assessments/direct observations and reports.
- Model exemplary social work practice, take responsibility for providing clinical supervision to develop the practice of others, providing support and guidance to students/NQSW's/Practice Educators.
- 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.
-
- Be able to demonstrate meeting the required PCF and KSS competencies for this level of SW post (see links below)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411957/KSS.pdf

<https://www.basw.co.uk/professional-development/professional-capabilities-framework-pcf/the-pcf/experienced-social-worker>

<https://www.basw.co.uk/about-basw/code-ethics>

Our Commitment to you	Our expectation from you
<ul style="list-style-type: none"> · Provide strong, honest and visible leadership · Reward your commitment and hard work · Care for your health and well being · Listen to you and put your ideas into action · Support you to give something back · Offer opportunities to learn and grow · Be one team, one council · Believe in you 	<ul style="list-style-type: none"> Listen, be open, honest and friendly Be efficient , flexible and professional Care for your health and stay active Tell us how we can improve Give something back whenever you can Take opportunities to learn and grow Be one team, one council Believe in yourself and our borough
<p>Accountable to: Director of Community Commissioning (DASS) Bury One Commissioning Organisation</p>	
<p>Immediately Responsible to: Practice Learning Team Lead</p>	
<p>Immediately Responsible for: Supporting the Practice Learning Team Lead with the delivery of a social work practice learning strategy for adults, coordinating arrangements and collating data for student placements, monitoring, and reporting on the quality of the experience of Social Work Degree students/SW Apprentices/ASYE Programme/Practice Educator Programme/people with lived experience related to these programmes</p>	
<p>Relationships: (Internal and External) All staff within the Department and across the Council. NCA, OCO, Community Services Bury, GMP and other Professional Organisations Customers and members of the public</p>	
<p>Control of Resources:</p> <ul style="list-style-type: none"> • Mobile phones • ICT equipment • Other resources delegated to the post holder. 	

Duties/Responsibilities:

- To support the Practice Learning Team Lead with generating, monitoring, evaluating the standards and quality of student placements.
- With guidance from the Practice Learning Team Lead, support with negotiating, managing and problem-solving difficult placements, or failing students with the Universities, Students and Practice Educators to sustain placements wherever possible.
- To input into university-based programme provision and student intake to ensure quality standards of/for students.
- To ensure that Safeguarding of Adults is a core area of learning for students on placement.
- To ensure Mental Capacity Act training is a core area of learning for students on placement
- Support the Practice Learning team Lead to deliver on practice learning key priorities and projects across Adult Care with support from workforce development Officer.
- To implement the ASYE programme within Bury Adults and facilitate the learning and development of NQSW's in accordance with the Professional Capability Framework, and the professional progression pathway.
- To develop the knowledge skills, values, and Continuous Professional Development of other SW's undertaking Practice Educator Award.
- To support the Practice Learning Team Lead deliver to CPD workshops to student SW's and Practice Educators and ASYE's on specialist topics where identified.
- To deputise when required for the Practice Learning Team Lead at Greater Manchester Partnership meetings for Students and Practice Educators and act as the lead to provide interpretation, guidance and advice to the Practice Learning team Lead and Principal SW for Adults on any changes to student and practice educator programmes and processes.

Strategic

Support the Practice Learning Team Lead on the development of workforce strategies, plans and policies across to the Once Commissioning Operations Department, ensuring they are aligned to Corporate and wider departmental strategy.

Support the Practice Learning Team Lead in an advisory role on the implications of, and response to any updates in relation to Student/ASYE/Practice Educator programmes and related funding

Responsible for collation of data to aid the Practice Learning Team Lead in the compilation and analysis of student placements, Practice Educator Awards, ASYE programme, SW Apprenticeship programmes and training to inform the workforce planning and development process

Represent the Council on appropriate regional and national student and practice educator groups.

Social Work Students / Placements

Contribute to the Assessed and Supported Year in Employment (ASYE) programme for the Department, acting in the ASYE assessor role as required. (PE Stage 2 ESW Level is essential for this post)

Contribute to the training frameworks for ASYE and other social care practitioners.

Manage the recruitment and deployment of Social Work students / statutory placements hosted by the Council, including identification of appropriateness and suitability of learning opportunities for individuals.

Ensure Social Work placements are compliant with the statutory and professional requirements.

Provide advice and guidance to Team Managers in supporting and managing placements.

Undertake gathering feedback from people who use services in relation to all learning programmes in the practice learning remit

Social Care Development

Ensure the effective use of the Professional Capability Framework and support the development and embedding of the Adult Knowledge & Skills Statements and Social Work England Standards.

Undertake analysis and assessment of student placements, ensuring effectiveness and quality of delivery.

- 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:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

PERSON SPECIFICATION ADULT CARE SERVICES

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Professional Social Work Qualification (Dip.Sw / MSc), supported by relevant practical experience	✓	
Practice Educator Professional Standards (Level 2)	✓	
Evidence of commitment to ongoing professional development	✓	
Detailed knowledge and understanding of the statutory and professional frameworks in relation to Social Work	✓	
Detailed knowledge and understanding of routes into Social Work and professional accreditation requirements		✓
Detailed knowledge and understanding of academic regulations and procedures in relation to Social Work training.		✓
Extensive experience of supporting and assessing student social workers and ASYE's	✓	
Experience of working in partnership with other organisations	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Application / Interview	Ability to think and plan strategically
Application / Interview	Excellent interpersonal skills, with the ability to influence and negotiate effectively