

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date:	9 March 2023	Ref No:	2146
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: To create an additional Storekeeper Post at Equipment Services. Permission is requested to increase staffing resource to meet increasing demand and create an employment opportunity for a customer Bury Employment Support Training Service.			
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 create an additional Storekeepers post of 20 hours at Equipment Service to meet increasing demand. Following consideration through the redeployment process, it is proposed to ring fence this permanent position to a customer from Bury Employment Support. This will contribute to Bury Council's focus on inclusion and will help develop a diverse work force by creating paid employment to a person with a disability.

Wards affected: N/A

Consultations: N/A




Scrutiny & Review Committee Interest: N/A

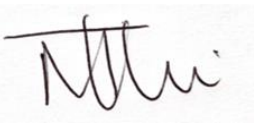

Options considered:

Decision

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

It is therefore recommended that approval is granted to establish an additional Storekeeper post at on a permanent contract 20 hours - Grade 6

Decision made by:	Signature:	Date:
Executive Director		11 April 2023
S151 Officer		11/4/23
Director of People and Inclusion Sam McVaigh		18.04.2023
Members Consulted [see note 1 below]		

Cabinet Member		18.04.2023
Lead Member		11 April 2023
Opposition Spokesperson		

<p>Notes</p> <ol style="list-style-type: none"> 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. This form must not be used for urgent decisions. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.
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1. Purpose of Document

The purpose of this document is to obtain permission to create an additional Storekeepers post of 20 hours per week at Equipment Services to meet increasing demand.

2. Overview

Bury Council's Equipment Service 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

Due to the increase in demand for the service and the servicing of hoists (LOLA testing phase 1) being carried out by Equipment Services staff team there is a need to increase staffing resource at Equipment Service by creating an additional Storekeepers post of 20 hours per week.

It is proposed to ring fence this permanent position to a customer from Bury Employment Support. This meets Bury Council's focus on inclusion and will help develop a diverse work force by creating paid employment to a person with a disability.

The additional resource will make a difference to the service which will be more responsive and ensure that equipment is cleaned / recycled as soon as possible, improve stock flow, reduce the need to order new stock and help with same or next working day delivery, which helps facilitate urgent patients discharged and prevents bed blocking.

There is sufficient money within the staffing budget to finance the additional post which has been confirmed by our Finance Manager who supports our service.

4. Costings

The proposed new post of 20 hours will cost :-

- Storekeeper 20 hours @ Grade 6 plus on costs **£15,489**

See appendix 1 for copy of the Job description

5. Financial Implications

The creation of an additional Storekeeper post as costed above will be met from existing resources. From April 2023, Equipment Services will receive additional funding as follows:-

- £110,000 additional contribution from NHS

This additional funding will mean there is sufficient funding for the additional post.

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. Recommendation

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

It is therefore recommended that approval is granted for

- Establish permanent Storekeeper post Grade 6 (20 hours)



JOB DESCRIPTION

Post Title: Storekeeper/Warehouse Operative	
Department: Communities and Wellbeing	Establishment/Post No:
Division/Section: Integrated Community Equipment Service (ICES)	Post Grade: Grade 6
Location: Units 6B & 6C, Bridge Trading Estate, Bolton Road, Bury, Lancs, BL8 2AQ	Post Hours: 37 hours per week
<p>Special Conditions of Service: Monday to Friday 8.45 – 5pm</p> <p>To provide cover for our Emergency Out of Hours Service as and when required.</p>	
<p>Purpose and Objectives of Post: : To enable the effective operation of the Community Equipment Loan Stores by assisting the store manager to deliver a efficient and value for money service</p>	
Accountable to: ICES Manager	
Immediately Responsible to: ICES Technician/Supervisor	
Immediately Responsible for:	
<p>Relationships: (Internal and External)</p> <ol style="list-style-type: none"> 1. Members of the Public 2. Disability Services Officers, Social Workers, Occupational Therapists and other staff employed by the Authority to provide services to members of the public. 3. Administrative and Clerical Staff based in the team. 4. Health professionals in the community and in the hospital setting, District Nurses, Occupational Therapists, Physiotherapists 	

Control of Resources:

Equipment – Disabled Aids, Childrens Services Equipment
Health and Safety – Damaged equipment, responsible for the safety and security of the stores in absence of Store Manager (Key Holder).

Duties/Responsibilities:**1. Tasks**

- To ensure that all equipment and machinery is cleaned in accordance with manufacturers recommendations.
- To ensure instruction leaflets on the use of equipment is provided for each item of equipment are provided to service users
- To maintain associated documentation regarding delivery, collection and receipt of stock using manual or computerised systems.
- Make available information to Store Manager or admin staff regarding equipment levels/stock availability.
- To ensure the safety and security of the stores in the absence of the Store Manager
- To contribute to Service Development
- To assist with regular stocktaking
- To check for minor faults on electrical equipment and repair if possible
- Collection and delivery/fitting of equipment at clients homes as directed by requests processed by admin section.

2. Health and Safety

- To take reasonable care for the Health and Safety of the post holder and others affected by their care
- To work within safe operating practices
- To report all accidents, incidents or omissions
- To attend training as identified
- To ensure that the correct clothing and footwear are used at all times.

3. Others

- To accept deliveries of goods inwards from suppliers.
- Correctly dispose of equipment which has been written off and dismantle equipment as appropriate.
- To work as a member of a team and to provide cover as necessary.

Personal Responsibilities

- To undertake training as required and as appropriate to the job. Be responsible for own continuing professional development.
- To attend one to one and employee review sessions and to actively contribute to objective setting, performance monitoring against targets and training needs analysis.
- To adhere to the appropriate procedures, policies and values of the authority and department.
- To contribute to the safeguarding of adults by ensuring you are aware of your role in relation to the safeguarding adult's policy, take steps to protect service users from any form of abuse or neglect and use the appropriate reporting mechanisms to inform management of any concerns.
- To communicate in an appropriate, open and accurate manner, respecting confidential information in line with the authority's policies.

Health and Safety responsibilities

- To carry out work in a manner that does not place the health and safety of yourself or others at unnecessary and/or inappropriate levels of risk.
- To fully co-operate with the Department's and the Council's managers in all matters relating to occupational health and safety
- To ensure that the Department's and the Council's health and safety arrangements are applied.
- To report any damage to equipment and shortcomings in local arrangements to a supervisor or line manager.
- To ensure that appropriate management or organisational representatives are informed of; any apparent cases of serious or imminent danger, situations which present a significant risk to health or safety, and any shortcomings in departmental and/or organisational arrangements.

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:

Department of Communities and Wellbeing

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Ability to make decisions and take responsibility for own actions	✓	
Ability to undertake manual handling tasks	✓	
Ability to use manual and computerised systems.	✓	
Experience of storekeeping systems		✓
Knowledge of health and safety legislation relating to Stores		✓
Experience managing resources including staff.		✓
Experience of fitting equipment. Ability to fit and maintain equipment.		✓
Knowledge of and ability to undertake regular maintenance checks.	✓	
Experience of disabilities.		✓
Ability to plan routes to deliver equipment efficiently.	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Application Form/Interview	Ability to make decisions and take responsibility for own actions
Application Form/Interview	Ability to undertake manual handling tasks
Application Form/Interview	Ability to use manual and computerised systems.
Application Form/Interview	Experience of storekeeping systems
Application Form	Knowledge of health and safety legislation relating to Stores
Application Form/Interview	Experience managing resources including staff.
Application Form/Interview	Experience of fitting equipment. Ability to fit and maintain equipment.
Interview	Knowledge of and ability to undertake regular maintenance checks.
Application Form	Experience of disabilities.
Interview	Ability to plan routes to deliver equipment efficiently.