

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 3 July 2023	Ref No: 2160
Responsible Officer: Delysia Hawley/Louise Palmer	
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 establish 8 apprenticeship posts at Grade 3 for Choices for Living Well to allow a pipeline through Department of Work and Pensions, and develop people from Bury into carers, utilising the levy funding and Bury College.	
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?	Yes
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: [OBJ]

The purpose is to request permission to fund, establish and recruit up to 8 supernumerary posts at Grade 3 for apprenticeships, within Choices for Living Well Service which I made up of Killelea House Rehab Unit and our Reablement Service.

This will help Bury's Intermediate care Services meet increasing demand, better manage vacancies, and demonstrates the council's commitment to improving the work and skills of people in its borough.

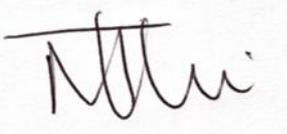
Wards affected: [OBJ] N/A

Consultations: [OBJ] N/A

Scrutiny & Review Committee Interest: [OBJ] N/A

Options considered: [OBJ]

Decision

Decision made by:	Signature:	Date:
Executive Director – Health and Adult Care		29 June 2023
S151 Officer		3/7/23
Director of People and Inclusion Sam McVaigh		04.07.2023
Members Consulted [see note 1 below]		
Lead Member		04.07.2023

Cabinet Member		29 June 2023
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.

1. Purpose of Document

The purpose is to request permission to fund, establish and recruit 8 supernumerary posts at Grade 3 for apprenticeships, within Choices for Living Well Service which is made up of Killelea House Rehab Unit and our Reablement Service.

This will help Bury's Intermediate care Services meet increasing demand, better manage vacancies, and demonstrates the council's commitment to improving the work and skills of people in its borough.

2. Overview

Intermediate Care in Bury provides a range of services employing both NHS and Council Staff. These services include Intermediate Care Beds (36 at Killelea), Intermediate Care at home therapy, Reablement home support and Rapid Response. The service includes 16 dedicated Discharge to Assess Beds at Heathlands and 13 IMC (Intermediate Care) Beds at Elmhurst plus many others across the borough.

Skills For Care data illustrates that 10.5% of care worker posts in Bury are vacant. It stated in the Northwest the starter rate had fallen from 34.3% in 2019/19 to 29.4% in 2021/22, this means around the same number of people are leaving their roles, but fewer people are replacing them and as a result the vacancy rate continues to increase.

Bury is affected in the same way as the rest of the Northwest and our council run services are no different. We regularly have vacancies across our care services and despite ongoing recruitment we have been unable to fill these.

This has resulted in higher use of bank and agency staff which is both an additional and unnecessary expense but also harder to maintain the quality standards required.

Up to 11 care vacancies can exist at any one time and staffing budgets have underspent for the last 3 years

Year	20/21	21/22	22/23
Underspend	-£438,909	-£395,046	-£382,459

This underspend represents a missed opportunity for the service to have permanent staff but also for our borough's residents to have a good quality job

As this has now been consistent for 3 years a different solution to recruitment and managing turnover is now required.

3. Proposal

This paper proposes to create a training pipeline for care workers using apprenticeships and also a job trial route into apprenticeships that is in partnership with the Bury Department of Work and Pensions (DWP).

This proposal is in line with the Council's Apprenticeship strategy which will also see opportunities offered to our Care Leavers and Looked after Children.

The benefits which will be felt from recruiting apprentices, include meeting the needs of patients/customers using an adaptable structured learning program, and also offering people the opportunity for an exciting career progression within Bury Council and the locality as a whole.

This will enable us to gain a competent workforce with a mixture of on and off the job learning.

As these staff will require time to complete work outside of their hours within Choices for Living Well and will not initially have the Care Certificate required by CQC (Care Quality Commission) guidance, they will be required to work alongside another member of staff who will supervise their daily work as required, this means that they cannot be included within the care establishment and are counted as supernumerary to the existing care workforce.

The benefits of apprenticeships, bring permanent staff within the service which improves quality of care and general teamwork. This will negate the use of more agency staff who are not always aware of the residents and their requirements within this service which also has an impact on length of stay and productivity.

Apprenticeships also offer the staff an exciting career progression, which can lead to many different careers in either health or social care. With health and social care currently having difficulties in recruiting staff this is an ideal opportunity to 'grow our own' in an environment which is multi-disciplinary and has a multitude of possibilities.

4. Human Resources Information

These will be new posts in addition to the current establishment.

A new recruitment process will be followed where partnerships between the DWP and Bury College will identify staff for trial days from which an interview follows, and the recruitment checks required by the CQC.

A similar process will be used for our care leavers.

As apprentices they will work to the current Wellbeing practitioner job description and the apprenticeship will last no more than 2 years at which point they will slot into vacancies in our care services which are currently; Rapid Response, Reablement, Killelea, Falcon and Griffin Extra Care.

5. Financial Information

The post is Grade 3 and costs £26,573 per annum including all oncosts which will require funding. This equates to a total investment for 8 post holders of £212,584 which allows an intake of 4 per year.

Whilst these are supernumerary they will never be an additional cost to the service because they will be funded via slippage on vacant posts.

In the unlikely event that following the successful completion of the apprenticeships all vacant posts are filled the apprenticeship pipeline programme will be paused and no further intakes made.

In the unlikely situation of a vacant post not existing at the point of completion there would be a very short budgetary pressure met by underspends elsewhere until a post becomes available through normal turnover.

6. Recommendation

Permission is requested to establish 8 apprenticeship posts at Grade 3 for Choices for Living Well.