

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 14/11/2023		Ref No: 2193	
Responsible Officer: Andrew Crawford Operations Manager Support at Home			
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> Not exempt.			
Title/Subject matter: Implementation of Support at Home Service closure.			
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?		Not applicable	
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:

Cabinet approved the cessation of the Support at Home Service on the 6th September 2023 with Six Town Housing take over the management of the local authority sheltered accommodation schemes, providing housing related support only and signpost/refer to other services as needed from the 4th December.

Staffing consultation period ran from 2nd October until 31st October. Redeployment opportunities have been offered to all staff in scope throughout the consultation.

1 member of staff has been offered a permanent role in Six Town Housing with 7 staff at risk of redundancy.

Wards affected: All wards

Consultations: Trade Unions have been consulted over the proposal. Union representation has been in attendance at informal and formal meetings as part of staff consultation.

Scrutiny & Review Committee Interest: None

Options considered:

Not applicable

Decision [*with reasons*]

The Support at Home Service will stop being provided and Six Town Housing will take over the management of the local authority sheltered accommodation schemes and will be available to offer housing related support only, to ensure health and safety within the buildings, be contactable Monday to Friday during office hours, introduce tailored housing support plans to those who need them, and signpost/refer to other services as needed.

On the 6th September 2023 the Cabinet agreed to continue with the proposal to cease to provide the Support at Home service. This was then followed by a 30-day consultation period with the affected staff which ended on 31st October 2023 which involved one to ones with staff and trade unions and group staff briefings. Staff enquiries were addressed through this period, these related to process for consultation and redundancy. The following questions were raised and clarified: -

- Do I have to work my notice?
Staff can request to waive their notice due to the service ending on the 4th December 2023.
- How much redundancy will I receive?
Details were shared in staff 1:1's and final figures confirmed at a redundancy meeting.
- Do I need to use my annual leave?
Staff should make every effort to use their annual leave before the leaving date.

The remaining concerns raised by staff during the consultation were in relation to the tenants and how they will be supported once the current service ends. There is ongoing work through Adult Social Care and Six Town Housing to address those concerns in readiness for the new service commencing on 4th December.

As a result of ending the service the remaining 6 Support Worker and 1 Senior Support Workers posts will be disestablished, therefore these employees would be redundant. The other Senior Support Worker secured alternative employment in Six Town Housing.

All staff at risk of redundancy have requested not to work their notice and to be paid in lieu of this. Contracts will therefore end on the 4th December 2023 following a redundancy meeting. This is supported by Unison.

All current and imminent vacancies have been considered as an alternative to redundancy. This has included weekly redeployment bulletins and proactive work including individual conversations with each member of staff when vacancies have occurred within the service. However, staff have not expressed an interest in any of these vacancies.

The 5 current Domestic staff will remain employed by the council and their roles will transfer over to the new Housing Services department once established. The initial consultation referenced the 5 current Domestic staff being transferred to Six Town Housing in accordance with TUPE regulations. However, there has been a management decision to delay the service provision change and therefore TUPE will not apply at this time.

Redundancy costs

The redundancy cost is estimated to be £68,872.65, which would be borne by the service and can be managed by the savings that will be delivered from the restructure. The associated capital costs equate to £65,903.35.

This report informs the next stage of the cessation of the Support at Home Service on 4th December 2023.

Decision made by:	Signature:	Date:
Executive Director – Health and Adult Care		30 November 2023
Section 151 Officer		30 November 2023
Director of People and Inclusion		28.11.2023
Members Consulted [see note 1 below]		
Cabinet Member		13 December 2023
Lead Member - HR		28.11.2023
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.