

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 01/11/23		Ref No: 2191	
Responsible Officer: Adrian Crook, Director of Adult Social Services and Community Commissioning			
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, non-exempt.			
Title/Subject matter:			
Project Officer - Adult Social Care			
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	

Background

In order to ensure the delivery of modern and efficient Learning Disability Services as part of our transformation programme which will see the progression model implemented as well as our ongoing work towards delivering services within the reduced financial envelope a range of projects and proposals have been developed. The range, scale and potential impact of these projects warrant additional project management support.

The aims of the programme are to:

- Promote and maintain the independence and wellbeing of adults with LD through the development of LD specific prevention and well-being services.
- Implement the progression model through learning disability services both commissioning and council run.
- Ensure the availability of good quality and cost-effective services for individuals and their family carers and to continue to offer choice and control through personal budgets.
- Develop the market to ensure the provision of LD services which offer best value.

In addition the post holder will deliver the following additional programmes

- Income maximisation in BEST team.
- Income maximisation in CareLink team
- Income maximisation and debt reduction in fees and charging
- Transformation in hospital discharge services.
- Supporting other adult social transformation priorities as required.

It is proposed to recruit a 'Project Officer – Adult Social Care', for 2 years to support delivery of the programme. An agreed job description and person specification as per the existing 'Project Officer - Adult Social Care' post (grade 12) is attached.





The role will be funded through Adult Social Care transformation reserves.

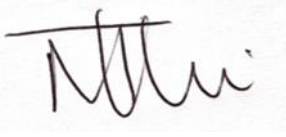
Finance

The cost of the post at grade 12 would be £52,021 including on-costs per year (£104,042 over the two-year, fixed term period).

HR

A grade 12 Project Officer post (2-year, fixed term) to be created and advertised as per council policy. Extension beyond the 2-year fixed-term basis will be considered if work requirements are still valid and subject to available funding. The Project Manager, Delivery Unit (funded by Adult Social Care) will be responsible for line management of the Project Officer.

Recommendation		
To recruit a Project Manager - Adult Social Care (grade 12) for 2 years.		
Wards affected: N/A		
Consultations: N/A		
Scrutiny & Review Committee Interest: N/A		
Options considered:		
Fixed-term contract/agency post – Employment of a short-term IR35 contractor would be significantly more expensive, costing an estimated £72k for 12 months (based on a £300 day rate).		
Do Nothing – Relying on current capacity will impact the capability to deliver transformation programmes and associated financial savings.		
Decision		
It is requested that a Project Officer – Adult Social Care (Grade 12) for 2 years is recruited.		
Decision made by:	Signature:	Date:
Executive Director – Health and Adult Care		18 December 2023
S151 Officer		15.12.23
Director of People and Inclusion		19 December 2023
Members Consulted		
Cabinet Member		18 December 2023

Lead Member - HR		19 December 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.