

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**

**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 29/01/24	<b>Ref No:</b> 2205
<b>Responsible Officer:</b> Darren Pegram, Project Manager, Delivery Unit, Corporate Core	
<b>Type of Decision (please refer to MO Guidance):</b>	
<b>Key</b> <input type="checkbox"/>	<b>Non-Key</b> <input checked="" type="checkbox"/>
<b>Freedom of Information Status:</b> <i>(can the report go in the public domain)</i> Yes, non-exempt.	
<b>Title/Subject matter:</b> Project Officer - Adult Social Care (Fixed-Term to Permanent)	
<b>Budget/Strategy/Policy/Compliance:</b>	
(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
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

## **Summary:**

The Adult Social Care (ASC) programme has been developed in response to a new national assurance framework for adult social care and the Government's 'People at the Heart of Care' white paper. While the Government's Autumn Statement delayed charging reform until 2025, other reforms outlined in the white paper are continuing. There are significant implications attached to a Care Quality Commission (CQC) assessment rating outcome including potential government intervention for those local authorities deemed 'inadequate.'

In response to these changes, local authorities are required to build effective assurance systems. In Bury Council, an improvement and transformation programme has been developed, though an ASC Transformation Programme Board led by the DASS and AD for Social Work Operations with progress reported to the Locality Board and IDC Board.

A Project Officer, funded by Adult Social Care and hosted in the Delivery Unit, Corporate Core was recruited in April 2023 on a 12-month internal secondment to support the Delivery Unit Project Manager when it was identified that the scale of improvement and transformation activity required additional resource.

The Project Officer post is grade 12 i.e., a cost of £52,021 including on-costs over 12 months. It was agreed that extension beyond 12 months would be considered if work requirements are still valid and subject to available funding.

To date , projects and activity that the role has supported include

- 14-25 Transitions Project
- TEC Project
- Towards Independence Project
- Front Door Review Project
- PSBT Service Improvement Project
- CQC Assessment readiness including development of the Information Return and Document Bank
- RoPA maintenance
- Monthly Social Work Performance and Preparation

## Financial Implications/Funding

The 2024/25 cost of the Grade 12 Project Officer post is £52,021 (inclusive of On-Cost)

Funding for the Project Officer post for 2024/25 has been identified through a review of Bury's allocation of 'small' ASC grant allocations from Government.

**Appendix A** summarises the ASC Small grant income streams over the period 2023/24 -2025/26 (inclusive) and the associated planned expenditure against the small ASC grant income

There is an anticipated funding shortfall in 2025/26 regarding funding the total cost of not just the grade 12 Project Officer but also a grade 10 Application Development Officer post, consequently, additional grant and/or recurrent funding will need to be identified from 2025/26 onwards. Whilst not confirmed it is anticipated that the new burdens money of £27,000 will be recurrent which would completely mitigate any need to find alternative funding.

As part of the monthly budget monitoring cycle, Finance and the Budget holder/s will track the expenditure linked to the small grant expenditure plan (including Grade 12 Project Officer post) ensuring that all expenditure aligns to the funding provided. Any financial risks/pressures identified will be highlighted to the Director of Adult Social Services as part of the monthly budget monitoring cycle whereby an action plan will be deployed to mitigate any financial risks/ pressures.

**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 £36k for 6 months or £72k for 12 months (based on a £300 day rate).

Do Nothing – Relying on current capacity will impact the capability to deliver ASC reform projects, the CQC assessment readiness and site visit and therefore potentially the assessment outcome.

**Decision**

It is requested that the ASC Project Officer (Grade 12), 12 month fixed-term post is re-designated as a permanent post.

**Decision made by:**

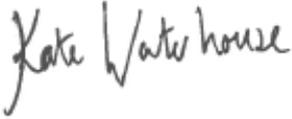
**Signature:**

**Date:**

Executive Director – Health and Adult Care



6 February 2024

Executive Director (Strategy & Transformation)		09/02/2024
S151 Officer		07.02.2024
Director of People and Inclusion		07.02.2024
<b>Members Consulted – N/A</b>		
Cabinet Member		29 February 2024
Lead Member - HR		07.02.2024
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.



## Appendix A

<b>ASC Small Grants</b>				
<b>Funding Streams</b>		<b>23/24</b>	<b>24/25</b>	<b>25/26</b>
<b>Grant Income</b>	Market Sustainability and Improvement Fund (MSIF)	10,000	10,000	10,000
	ASC Discharge Fund	0	36,000	36,000
	Grant to Streamline Local Authority Adult Social Care Assessment	130,000	0	0
	Adult social care charging reform: implementation support funding grant	99,000	0	0
	22/23 Transfer Client-Level Data Flows Support Grant	19,000	0	0
	23/24 Transfer Client-Level Data Flows Support Grant	19,000	0	0
	CQC New Burdens Funding	27,000	0	0
	Carried forward 23/24 Unspent Funding	0	115,570	0
	Carried forward 24/25 Unspent Funding	0	0	32,815
	<b>Total</b>	<b>304,000</b>	<b>161,570</b>	<b>78,815</b>
<b>Post to be funded</b>				
<b>Planned Grant Expenditure</b>	Grade 12 Project Officer NB: Funded from charging reform implementation grant in 23/24	53,930	55,855	55,855
	Grade 7 Data and Intelligence NB: Funded from 22/23 £19k Client Level Data Flow Support Grant & 23/24£19k Client Level data Level Flow Support Grant	19,000	19,000	0
	LAS/Controcc Consultant NB: Funded from £130k grant to streamline LA ASC Assessment	93,000	0	0
	LAS/Controcc Consultant Taper Cost NB: Funded from £130k grant to streamline LA ASC Assessment	22,500	7,500	46,400
	Permanent Grade 10 Application Development Post	0	46,400	0
	<b>TOTAL</b>	<b>188,430</b>	<b>128,755</b>	<b>102,255</b>
<b>Available Funding Streams After Planned Expenditure NB: +ve number is a surplus, -ve number is a shortfall</b>				
	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>	
	115,570	32,815	-23,440	