

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 23/01/2024		Ref No: 2208	
Responsible Officer: Conor Fielding –Team Manager (Operations) – Adult Social Care Reviewing Team			
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: Redesignation of 1 Vacant Reviewing Officer Post to 1 Experienced Social Worker Post within Adult Social Care Reviewing Team.			
Budget/Strategy/Policy/Compliance:			
(i) Is the decision within an Approved Budget?		No	
(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:

Redesignation of vacant Grade 9 Reviewing Officer post to Grade 12 Experienced Social Worker.

The Adult Social Care Reviewing Team is requesting permission to: Delete 1 vacant Reviewing Officer Grade 9 post.

Replace this deleted post with a Grade 12 Experienced Social Worker post.

Rationale:

- Higher complexity of work covered by the Adult Social Care Reviewing Team due to increasing complexity of cases across each of the 5 INT's and specialist teams. The creation of this post will enhance the skill mix of the team and provide a more robust and skilled team to manage the increasingly complex workload.
- To improve throughput of cases and time on caseload to work towards reducing number of overdue reviews in line statutory duties.
- A more skilled workforce provides greater scope for effective strengths-based support planning which in turn aids the Council's financial position through more efficient use of adult social care resources.
- Succession planning and future proofing the workforce.
- To support the development of non-qualified social care staff in the team. There will be up to 4 Social Work Degree Apprentices within the adult social care reviewing team as of September 2024, therefore this extra Experienced Social Worker post will provide further mentoring/coaching opportunities for these apprentices. Supporting the development of these Social Work Degree Apprentices provides further long-term workforce development.
- By redesigning a Reviewing Officer post into an Experienced Social Worker post, this will create a more skilled and experienced workforce which will aid with the readiness of preparation for upcoming CQC inspection.
- External Qualified/Experienced Social Work candidates have expressed an interest in this potential position. Over the past few years, adult social care has had significant challenges with the recruitment and retention of external social work staff, therefore this potential post will seek to recruit an external candidate to aid the wider staffing challenges faced by the department.

Financial Implications:

By deleting 1 vacant Reviewing Officer post and redesigning this post to be a Experienced Social Work post, this will cost an addition £12,453 per annum. This includes associated on costs for a Grade 12 who is at the top of their scale.

Feedback From Finance:

Feedback from finance is that that this additional £12,453 can be obtained through a current forecasted underspend within the current team budget since there are a number of staff who are not at the top spinal column point of their existing grades. Additionally, 2 current Grade 12 Experienced Social Workers have voluntary reduced their hours by >13%.

All social work posts are costed at top of Grade 12 SCP33 and funded at 37 hours per week. It is unlikely that all staff currently in post will reach the top of this grade and SCP at any one time at 37 hours per week.

Human Resources Implications:

Appropriate job description/person specification for proposed Grade 12 Experienced Social Worker post already exists and remains suitable. As Grade 9 post which is to be deleted is currently vacant, no staff are affected by this.

Human Resources Feedback:

Feedback obtained from Human Resources Business Partner Vanessa Brockbank who is in support of the proposals. Given the expressed interest from external candidates for this potential position, it is felt that this proposal will help to support the wider departmental challenges associated with the recruitment and retention of Experienced Social Workers. The recruitment and retention of Experienced Social Workers has been a departmental challenge for a number of years; however, this proposal seeks to partly address this through providing an opportunity to recruit candidates externally.

Wards affected: n/a

Consultations: n/a

Scrutiny & Review Committee Interest: n/a

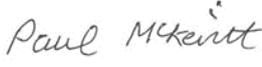
Options considered:

Option 1 is the preferred option.

1. Delete 1 vacant Grade 9 Reviewing Officer post and replace this with a Grade 12 Experienced Social Worker post. Given the expressed interest and likelihood this can be filled externally without delay, this aids the Council's long term staffing position in relation to the longstanding challenges associated with recruitment and retention of qualified social workers. This will be cheaper in the long term as this reduces demand of high-cost agency staffing.
2. Do nothing - Keep 1 vacant Reviewing Officer post and do not redesign this to Experienced Social Worker post. This will negatively impact team performance for reasons outlined in summary above. Doing nothing will also likely negatively impact upcoming CQC assessment and potentially impact overall rating scored by the Council.

Decision [with reasons]

It is requested that SLT agree with option 1. Option 1 aids the department with being able to recruit an external Experienced Social Worker to contribute to the wider strength of the departmental workforce, which in turn, aids departmental and team performance and reduces long term spend.

Decision made by:	Signature:	Date:
Executive Director – Health and Adult Care		2 February 2024
Section 151 Officer		07.02.2024
Director of People and Inclusion		07.02.2024
Members Consulted [see note 1 below]		
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.

DRAFT