

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 29/05/2024	Ref No: 2228
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> Not exempt	
Title/Subject matter: Personal Budget Support Team Restructure	
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

Summary:

Following approval by the section 188 committee, a consultation on a restructure of the Personal Budget Support Team was launched on 29/04/24.

Following a 30 day consultation period involving a range of engagement opportunities including one to ones, team meetings and opportunity to discuss with trade union, all responses were considered and the proposal is due to be expedited following sign off through this Operational Decision form.

The purpose of the restructure is to modernise the team to respond effectively to increased need and provide excellent customer service, whilst taking advantage of opportunities to reduce Council debt and enhance the financial wellbeing of Adult Social Care users through income maximisation.

Prior to the formal consultation staff within the team were involved in the co-production of the redesign of the team and were involved in writing job descriptions. There has been ongoing engagement over many months.

The proposals have been very positively received and based on the positive consultation feedback from staff and Trade Unions, there are no changes to be considered to the proposed restructure.

There was one question posed in the consultation feedback:

I am a little worried about the interview process I was concerned if I didn't get the money management job where it would leave me?

The response from HR was: *In terms of the PBST restructure, all staff are being slotted in a substantive post and then applying for a promotion as appropriate. If unsuccessful they would remain in the substantive slotted post.*

The Team member who posed the question was satisfied with this response and replied *I am happy with the consultation, I feel its very fair and will be a great team with good prospects for the future.*

All other feedback was positive and supportive. The following quotes are reflective of all the feedback received from members of the team:

Just to let you know that I am happy with the proposed restructure. Many thanks for the time you have dedicated to us and all your help and support throughout this restructure

After attending the consultation meetings, I would like to confirm that I am happy with the consultation process and outcome.

I am happy with the Consultation Document and agree all points. I have no questions or queries, and thank you for all the support, input & hard work

I'm writing to confirm I've no concerns and I'm happy with the consultation proposal

This is my confirmation that following all our discussions and having read the consultation pack regarding the Adult Social Care- Personal Budget Support Team Restructure, I am very happy with the proposals and the plans for the team. I have no questions to raise, the plans are clear and have been explained fully to me. I am certain that the restructure will make a massive difference to not only us within the team but also to our customers and their representatives and the people of Bury who without doubt will get a much-improved service from our team. Please note my thanks to my colleagues within PSBT for the hard work initially in gathering all the information needed, and also big thanks to Adrian, Vanessa, Jacqui, Gill and John, for pulling this all together and each playing an integral part in actually making it happen. It's greatly appreciated.

The restructure will take effect from 1st July 2024

Wards affected: None

Consultations: Trade Unions have been consulted over the proposal and are supportive. All affected staff have fed back that they are supportive of the restructure

Scrutiny & Review Committee Interest: None

Options considered:

An alternative name option has been considered due to concerns raised about the use of client within the new name title. The team have reconsidered this and agreed that the new name should be the Adult Social Care Financial Support Service

Decision:

With effect from 1/07/24, to implement the Personal Budget Support Team restructure as per the original proposal, with the revised service name of Adult Social Care Financial Support Service. All current team members have been slotted into substantive posts so there are no posts at risks. Vacancies will be ringfenced initially for current team members.

Decision made by:	Signature:	Date:
Executive Director		16 June 2024

S151 Officer		18 June2024
Director of People and Inclusion		25.06.2024
Members Consulted [see note 1 below]		
Cabinet Member		11 July 2024
Lead Member - HR		25 June 2024
Opposition Spokesperson	NA	
<p>Notes</p> <ol style="list-style-type: none"> 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. This form must not be used for urgent decisions. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer. 		