

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 28 June 2024	Ref No: 2235
Responsible Officer: Ruth Heywood	
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: Establishment of 1 FTE Business Support Officer (Grade 5) within the Rapid Response Service	
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?	Yes
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:

There is a post of Band 3 Administrator within the NCA establishment that is currently covered through an agency worker. The NCA have put a recruitment freeze in place for all Band 2/3 Administrators.

The role has been reviewed by the NCA and Council as part of our integrated approach and it has been determined that the post would be better hosted within the Bury Council establishment.

NCA have agreed to disestablish the post and transfer funding of £30,070 (grade 5 plus on costs) to fund the full cost of the Business Support role.

A 1xFTE Business Support Officer (grade 5) is therefore established with effect from 1st August 2024.

Wards affected: N/A

Consultations: N/A

Scrutiny & Review Committee Interest: N/A

Options considered:

1. Do not recruit to the post and stop providing the role- the service could not be delivered.
2. Wait to recruit through the NCA – would not provide service stability due to the recruitment freeze.
3. Continue to engage agency.
4. Recruit through the council and cross-charge from the NCA.

Decision

Hospital at Home is currently under scrutiny to secure continuous funding through GM. As such, the performance data is a key aspect of the administrator's role.

With effect from 1st August 2024 1x FTE Business Support Officer (grade 5) is therefore established.

This is funded by money transferred from the NCA.

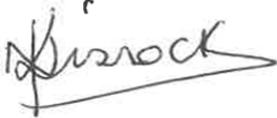
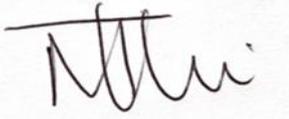
Recruiting through Bury Council provides the stability to the service.

Costings £30,070 (grade 5 plus on costs). NCA have agreed to fund the full cost of the Business Support role.

Decision made by:

Signature:

Date:

Executive Director – Health and Adult Care		11 July 2024
S151 Officer		8 July 2024
Director of People and Inclusion		10.07.2024
Members Consulted [see note 1 below]		
Cabinet Member		11 July 2024
Lead Member - HR		10.07.2024
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.

1. Purpose of Document

The purpose of this document is to obtain permission to recruit an administrator for the Hospital at Home Service

2. Overview

Hospital at Home is currently under scrutiny to secure continuous funding through GM. As such, the performance data is a key aspect of the administrator's role.

3. Proposal

The aspiration is for the council to recruit to the administrator position and cross-charge the NCA for the role.

4. Costings

There is a slight difference in the costings between a NHS Band 3 and the council Grade 5.

Grade 5	£23,500	Band 3	£24,336
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5. Financial Implications

The current NCA budget for Hospital at Home (BSH165) includes the costings for 1 FTE administrator £30,070 including on-costs. This will cover the full cost of a Grade 5 Business Support Officer.

6. Staffing Implications

The post will be advertised internally and externally.

7. Recommendation

To establishment of a Business Support Officer (Grade 5) within the Rapid Response Service