

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 02/07/2024	Ref No: 2239
Responsible Officer: Bev Johnson & Sheila McGuinness	
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: Recommendation for use of Department of Health and Care Apprenticeship support Grant	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Y
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	N
(iii) Does the decision amend existing or raise new policy issues?	N
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	N
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 the funding for this post will enhance the support to SW Apprenticeships from Grant funding provided by DHSC.

Summary:

In March 2024 the Department of Health & Social Care (DHSC) made available monies to local authorities to increase the number of Social Work Degree Apprenticeships (SWDA). After submitting a bid, Bury have been successful in securing £120,000 toward improving our offer of support to enable us to increase the number of SW apprenticeships we can offer.

In order to use the funding, the DHSC required Local Authorities to sign and abide by a Memorandum of Understanding (MOU) containing the requirements of how the Grant funding could be spent. The main exclusion being grant funding cannot be spent on SW Apprenticeship salaries as these are already provided via the Apprenticeship Levy.

However, if Bury increase the number of SW apprenticeship places we can pay the salary of a Practice Development Office (PDO) Grade 12 full year cost including on costs £53,954, to support the apprenticeship programme currently delivered by Manchester Metropolitan University in the following ways:

- The PDO would be the link into the university to ensure the programme runs smoothly, be able to attend apprenticeship meetings, and liaise with the university to ensure struggling apprentices have the correct academic support.
- The PDO would support the Practice Development Team Lead (PDTL) with the recruitment of external and internal SWDA's.
- The PDO would support Apprenticeships throughout the training programme.
- The PDO would support with peer reflective supervision of the apprentices.
- The PDO would support with arranging shadowing experiences for the apprentices to increase their learning and development of wider Social Work practice.
- The PDO would support the PDTL to work effectively with SW managers to ensure effective support is provided to the Apprentices including undertaking mentoring and any direct observations of practice where needed.

So far Bury adults have supported 2 of our Social Care Officers to qualify as Social Workers, with another 9 at various stages of the SW apprenticeship already, (the course is 30 months in total, 80% learning in practice 20% academic).

This has had a positive effect on reducing the need for lengthy recruitment and has given Bury an advantage in having a steady pipeline of Social Workers at coming into the profession on rolling apprenticeship programmes. This aligns to the SW Workforce strategic delivery plan 24/26 and enables Bury to support Bury's strategic plan obsession "Delivering Excellence in Social Work" recruitment, retention and training a highly skilled workforce to support Bury residents.

In order to fully satisfy the MOU conditions and create a PDO post we must demonstrate increasing the number of apprenticeship places in order to access the grant.

We are planning to do this by moving our current cohort of apprentices due to qualify in March into Social Work vacancies across the Adult Care, freeing up their substantive Social Care officer posts which we can then use for additional SW Apprenticeship posts, thereby meeting the Grant criteria. We propose to do this withing the summer months.

The extract below taken from the MOU describes what the DHSC Grant can be used for:

1. Eligible Expenditure


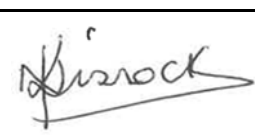
- a. As further described in paragraphs 7b below, eligible expenditure means payments made by the Recipient, or any person acting for the Recipient during the Grant Period and for the purposes of the Project. Eligible expenditure must be disaggregated and classified as revenue expenditure or capital expenditure (on assets that deliver an economic benefit beyond one year).
- b. Examples of eligible expenditure include:
 - i) Costs associated with the training and supervision of the new adult social work apprentice, including practice educator recruitment and training costs, which are separate to those funded by the apprenticeship levy.
 - ii) Costs incurred coordinating and managing the adult social work apprenticeship programme and / or the relationship with the university provider.
 - iii) Recruitment costs associated with the creation of the adult social work apprenticeship vacancy excluding marketing costs.
 - iv) Costs associated with periods of contrasted learning or other required elements of the adult social work apprenticeship.
 - v) Other non-training costs that are not currently covered by the apprenticeship levy (excluding any salary/backfill related costs), such as travel and subsidiary costs, managerial costs and costs associated with setting up an apprenticeship programme.




Finance Implications

The cost set out in this report will be funded by the Department of Health and Care Apprenticeship support Grant and requires no additional resource from the council.

The grant will fully deliver 2 years of funding for this post with the remaining spent on other training and development needs of the apprentices. Should the grant not continue the department will carry out the necessary changes to remove this cost pressure.

As part of the monthly budget monitoring cycle, Finance and Budget holders will track the expenditure linked to grant 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

<p>conversation whereby an action plan will be deployed to mitigate any financial risks/ pressures.</p> <p>Recommendation</p> <p>To establish an additional 1.0 Grade 12 practice development officer for 2 years and use internal recruitment to fill this post.</p> <p>An existing job description exists for this post.</p>		
<p>Wards affected: N/A</p>		
<p>Consultations: N/A</p>		
<p>Scrutiny & Review Committee Interest: N/A</p>		
<p>Options considered:</p> <ul style="list-style-type: none"> i. (Preferred Option) Utilise the DHSC Grant funding to pay the salary for an PDO (Grade 12) to include any travel costs and expenses. Recruit into the post via internal secondment using the existing PDO Job description for 12 months initially with a view to possible further 12 months. (The grant must be used by the end of 24/25 financial year however a second round of bids will be available later this year for 25/26 financial year). ii. Do nothing. This would result in a missed opportunity to increase our pipeline of apprenticeships and reduce our supply of "grow our own" Social Workers. 		
<p>Decision <i>[with reasons]</i></p> <p>The recommendation is for Senior Leadership to proceed with option 1.</p>		
Decision made by:	Signature:	Date:
Executive Director – Health and Adult Care		5 August 2024
Section 151 Officer		02/09/2024

Director of People and Inclusion		10/09/2024
Members Consulted [see note 1 below]		
Cabinet Member		19 September 2024
Lead Member - HR		10/09/2024
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.