

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**

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

<b>Date:</b> 22 August 2024	<b>Ref No:</b> 2236
<b>Responsible Officer:</b> Donna Edgley	
<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> Not exempt	
<b>Title/Subject matter:</b>  Establishment of a permanent part time (22.5 hrs pw grade 9) Administration Manager within the Community Mental Health Team.	
<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?	Yes – need to appoint new employee.

**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:** To establish 1x permanent part time (22.5 hours grade 9) post of an Administration Manager within the CMHT to manage the existing Enquiry Referral Officers and PCFT admin. The proposal is to recruit via advert internally and externally.

The post is established on NJC Grade 9, SCP 18 - 23 (currently £29,269 – £32,076 per annum), plus on costs.

The post would be funded from 26 hrs of a grade 8 ERO post.

The post is funded via CMHT from existing budget

Principal duties of the Administration Manager;

- Manage the CMHT administration team including finance, clerical, reception and secretarial duties within a specific location with minimum supervision.
- Ensure all staff are operating administrative financial and personnel procedures in accordance with both Health and Council policy objectives
- To manage, coordinate and monitor the workload of the administration team, planning for the provision of cover during authorised and unauthorised absence to ensure a high quality and efficient support service is provided to all the Team, service users/carers, at all times.
- Monitor and review agreed systems and procedures, (both Council and Trust) within the defined location to ensure compliance.
- This posts sits within an integrated Health and Social Care team.
- CMHT has 5 individual Enquiry Referral Officers in the admin team and 1x wte Pennine Care administrator. An administration manager was employed several years ago and on her retirement her post was disestablished. The management of the team fell to individual CMHT managers.
- Job evaluation by council was undertake in June 22 for the ERO and admin manager posts. ERO's were graded at 8 and manager at 9.
- I have the funds within budget to recruit to 22.5 hours of a grade 9 admin manager.
- I was advised by HR in November 22 that a review of council services may result in a redeployment opportunity but this has not come to fruition.
- I have had an agency manager in post since 17 May 23 and she has made vast improvements within the team /raised the standards of practice and has dealt robustly and sensitively with HR issues.
- Agency manager is interested in the substantive post should this be available.
- I am aware of the council financial pressures and that only essential posts are being considered.
- Neither myself nor the CMHT managers are in a position to supervise the admin staff given demands in CMHT transformation, relocation and capacity.
- Admin staff are the first point of contact to our service and I am keen to continue the improvements made by the agency manager.

I would therefore request consideration of recruitment to this post.

This restructure will release 31 Hrs ERO (grade 8) in council savings including oncosts £30,876

**Wards affected:** All

**Consultations:** n/a

**Scrutiny & Review Committee Interest:** n/a

**Options considered:** No other options available—discussions have taken place within ASC to explore an existing Admin manager (grade 9) taking responsibility for the 5 x EROs. However this is not feasible on the grounds of capacity given the number of staff she currently manages.


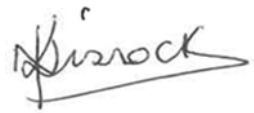
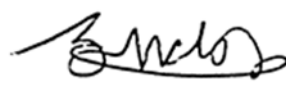
**Decision** *[with reasons]*



To establish a part time Administration Team manager post within Bury's CMHT.

The current Enquiry Referral Officers x 5 and 1x PCFT admin work across the requirements of Bury council and Pennine Care Foundation Trust within a multi disciplinary team of health and social care staff.

PCFT has also recently secured funding from MHIS investment for an additional admin post and new admin member of staff in post.

The management post will provide administrative expertise, supervision and leadership to the administration staff, particularly as we are embarking on the transformation of CMHT and interface with the wider system—Integrated Neighbourhood Teams, Primary Care Networks and the wider Living Well model. This post will provide advice to managers regarding administrative matters and also the development and implementation of systems/ processes to support the Transformation.

<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director – Health and Adult Care		4 November 2024
S151 Officer		19 November 2024
Director of People and Inclusion		21 November 2024

<b>Members Consulted</b> <i>[see note 1 below]</i>		
Cabinet Member		28 November 2024
Lead Member – HR		21 November 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.