

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**

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

<b>Date:</b> October 2024	<b>Ref No:</b> 2242a
<b>Responsible Officer:</b> Conor Fielding –Team Manager (Operations) – Adult Social Care Reviewing Team	
<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> Yes	
<b>Title/Subject matter:</b>  Amendment to approved Delegated Power No 2242 "Invest to save proposal - Therapy posts to support care package reviews"	
<b>Budget/Strategy/Policy/Compliance:</b>	
(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
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

**Summary:**

Amendment to approved Delegated Power No 2242.

The Adult Social Care Reviewing Team is requesting permission to:

Increase number of contracted hours of Grade 13 Occupational Therapist post from 22.2 hours per week to 37 hours per week for the duration of the 24-month fixed term contract.

**Wards affected:** n/a

**Consultations:** n/a

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

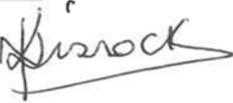
**Options considered:**

Option 1 is the preferred option.

1. Increase number of contracted hours for grade 13 Occupational Therapist from 22.2 to 37 hours per week. This will require an extra £23,689 per annum and £47,378 for the 24-month period but will be a much more attractive opportunity for a suitable candidate and will also increase the deliverables of the project and other similar projects involving therapy services.
2. Appoint Occupational Therapist via agency staffing at increased hourly rate but continue at 22.2 hours per week. When costed at £35 per hour for agency staffing, this would require an extra £5732.78 per annum to the already approved funding from Delegated Power no 2242, and an additional £11,465.56 for the 24-month period. This option provides significantly less output as is less hours, and also has more risks due to use of short-term and unpredictability of agency staffing.
3. Do not increase the number of contracted hours and do not appoint Occupational Therapist via agency and continue to have challenges in appointing suitably experienced Occupational Therapist on part time fixed term basis.

**Decision** [with reasons]

Proceed with option 1 "increase number of contracted hours for grade 13 Occupational Therapist from 22.2 to 37 hours per week. This will require an extra £23,689 per annum and £47,378 for the 24-month period but will be a much more attractive opportunity for a suitable candidate and will also increase the deliverables of the project and other similar projects involving therapy services" as an interim measure, agency cover via Occupational Therapy will be explored until a suitable candidate on 37 hours per week can be sourced

<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director – Health and Adult Care		4 November 2024
Section 151 Officer		19 November 2024
Director of People and Inclusion		19 November 2024
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member		28 November 2024
Lead Member - HR		19 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.

## 1. Background:

- 1.1 The adult social care reviewing team supports the department through the completion of planned reviews of care and support packages of those with eligible needs under the Care Act 2014 and those who are in receipt of care and support services. This is in line with the Council's statutory function, including Section 27 of the Care Act.
- 1.2 With each review completed by the reviewing team, the practitioners ensure that they:
  - Promote the person's wellbeing, as per Section 1 of the Care Act
  - Prevent, reduce and delay a person's care and support needs, as per Section 2 of the Care Act.
- 1.3 The reviewing team are completing more reviews than ever before, with each of these reviews being strengths based and orientated on the promotion of independence.
- 1.4 An ongoing challenge faced by the adult social care reviewing team is that the vast majority of the customer cohort reviewed have never had a functional assessment of need by an occupational therapist within their own home. Furthermore, the majority of these individuals had also never had the opportunity to work with a technical instructor to improve their mobility within their own home. This impacts reviews as customers are not as independent as they could be if therapy intervention was provided and as a result have a larger package of care than would be necessary, with some remaining in care homes following hospital discharge when this may not be necessary, if more therapy had been available to aid the review.

**1.5** In August 2024, Delegated Power No 2242 was approved. This provides the Adult Social Care reviewing team with 2 part time fixed term therapy staff as part of a pilot to further develop the customer experience relating to reviews in Adult Social Care.

**1.6** Since these posts have been advertised on Greater Jobs, whilst the Technical Instructor post has received suitable interested applicants, there has been no suitably experienced Occupational Therapists apply. It is felt that the part time fixed term contract is deterring suitable applicants. Due to the high levels of autonomous working within the pilot and the supervising of the technical instructor, a suitably experienced occupational therapist is essential for the successful delivery of the project. This paper will provide rationale to increase the number of contracted hours from 22.2 hours per week to 37 for the duration of the 24-month fixed term contract.

**2. Finance Implications:**

**2.1** Within year 1, there is no cost impact on Council budgets regarding the proposal set out in this report as the shortfall of £23,689 per annum can be met by existing budget provision within the Adult Social Care Reviewing Team staffing budget as confirmed by finance analyst Jackie Killoran.

Post	Grade	SCP	FTE	Year 1 (See Note1)	Year 2 (See Note2)	Total Cost
Existing Occupational Therapist (22.2 hours per week)	13	36	0.6	34,780	34,780	69,740
Proposed Occupational Therapist (37 hours per week)	13	36	1.0	57,967	57,967	115,934

**Note1:** Year 1 cost excludes the Pay Award for 2024/25 (i.e. pay award still to be confirmed) **Note 2:** Year 2 cost excludes the impact of the 2024/25 pay award and excludes any 2025/26 pay award

Grade 13 - Difference between 22.2 contracted hours and 37 contracted hours	Year 1	Year 2	Total
	23,689	23,689	£47,378

**2.2** The funding from existing budget is derived from staff not being paid at the top of grade and there are also staff working part time hours within a full-time budgeted post.

**2.3** Similar to Delegated Power No 2242, the Year 2 cost will be funded through a mix of existing budget provision within the Reviewing Team staffing budget and HAC reserves (should there be any funding shortfall)

- 2.4** The addition of 2 part time therapists will support the delivery of £300,000 towards the HAC directorate savings programme, namely:
- Direct Payment Reassessment including therapy - £150,000
  - Discharge to Assess Review by Therapy - £150,000
- 2.5** Furthermore, given that there will be an additional 14.8 staffing hours per week, the Occupational Therapist within the reviewing team can also work closely with other projects being completed by the therapy teams who are struggling to appoint via agency, such as the review of all customers who are in receipt of double up domiciliary care visits.
- 2.6** As part of the monthly budget monitoring cycle, Finance and the Reviewing Team budget holder will track the expenditure linked to the posts referenced in this report, 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 cycle whereby an action plan will be deployed to mitigate any financial risks/ pressures.

### **3. Human Resources:**

- 3.1** Formal clinical supervision will be completed by the relevant discipline by a senior professional working within the Intermediate Tier. The Council already employs Occupational Therapists and the following post will be created. Existing and evaluated job descriptions will be used and are available on request.

Post	New Posts
Occupational Therapist	1.0 WTE (increased from 0.6) (24 months fixed term)

### **4. Recommendation:**

- 4.1** Increase number of contracted hours for Grade 13 Occupational Therapist from 22.2 to 37 hours per week.